



the lovelace theatre group

Publicity Officer Role - Updated August 2016

Duties are :-

- Liaising with the Director of shows and creating or overseeing the design of any media related to the promotion of the upcoming productions.
- Overseeing and completing the updates on Lovelacetheatregroup.co.uk
- Overseeing and completing updates on Twitter and Facebook.
- Making contact with partners in order to promote upcoming shows.
- Responsibility for taking photographs and/or acquiring photographs from other members of productions for the use of publicity on all media.
- Co-ordinating volunteers for leaflet drops/promotional days.
- Creative lead on all promotions for any shows and events relating to Lovelace Theatre Group.
- Attendance at committee meetings and reporting on publicity related matters.
- Attendance at the AGM to report on publicity related matters.
- Committee membership will also include joint responsibility of the wider areas of managing the group eg Various policies, regulatory requirements and Health & Safety issues.