



BMS GENERAL MANAGEMENT COMMITTEE

Publicity Officer

The Publicity Officer looks for every opportunity to raise the Society's profile within the local community. Responsible for all the advertising and promotion of the Society and its productions and events.

- Submit to the committee a publicity plan at the beginning of the society year.
- Attend monthly management committee meetings.
- Organising and involving all society members in its publicity events.
- Organise production and display of posters and flyers for shows. Arrange show banner artwork and production and ensure banner is hung.
- To liaise with Fundraising Secretary in order to get adverts for the programmes. Provide Treasurer with details for invoicing (programmes to be sent to sponsors).
- Production of the programme and posters for the spring and autumn productions.
- Liaise with local press and radio re: press releases/publicity opportunities. Arrange photo calls with local press
- Liaise with Front of House Manager re FOH displays e.g. rehearsal photographs.
- Keep the Facebook pages maintained and updated,
- Create, update and maintain a database of all sponsor organisations the society has worked with.
- Maintain society archive of pictures, photographs, previous show programmes, press cuttings, booking forms etc.