Publicity Coordinator for Rain City Symphony

Job description

**BEFORE CONCERTS**

* Produce publicity flyers for each concert and distribute to members.
  + 8.5 x 11s
  + Quarter sheets
  + Post jpg on web site and ask Doug to send out to members via email
* Update online concert calendars
  + Live Music Project
  + Music Center of the Northwest
* Social media
  + Update Facebook page with concert listings
  + Other?
* Produce concert programs
  + Cover for entire season
  + Program inserts for each concert

**AT CONCERTS**

* Bring programs
* Set up sandwich board outside of venue
* Set Friends of RCS sign-up page near entrance
* After concert, pick up programs left behind in chairs in order to reuse covers at next concert.

Checklist with specifics is in publicity binder.

*Updated December 2021*