PUBLICITY/PROMOTION DUTIES

1. Get all materials to be posted on campus officially stamped (work with the House Manager).

2. Place all materials (advertising posters and flyers) for all Southern Theatre productions in the appropriate buildings on campus. Materials are to be in place one to two weeks before each production (work with the house manager).

3. At the request of supervisor, place posters/flyers in designated places in the local community.

4. When necessary and with 24 hour notice, substitute for House Manager for any performance of a Southern Theatre production (unless the S.A. is performing in said production).

5. Aid and assist supervisor in the day-to-day work of Southern Theatre promotion as time and classwork permit.

6. Create program using InDesign for each production. Work with the faculty supervisor to get the publication out in a timely manner.

7. Work with the MSSU University and Marketing Office in getting publicity for the theatre department with newspapers, radio and Television stations.

8. Assist House Manager in setting up lobby displays for Southern Theatre productions.

9. May serve as S.A. in Design if position is vacant and has talent.

10. Directly responsible to the faculty supervisor.