PUBLICITY/DESIGN DUTIES

1. Have demonstrative talent in drawing, inking, and the graphic arts. A portfolio of design work must be presented to supervisor for consideration.

2. Meet with Public Information Office (P.I.O.) personnel for workshop training and instruction in printing techniques/requirements.

3. Read each selected play script and meet with its director to get a concept or “feel” about the design project.

4. Be responsible for poster art for every Southern Theatre production (5 to 6 plays a year). Note that the artwork for the poster usually is used for program cover as well.

5. Render design in pencil or ink as is required by the poster design needs.

6. Have design approved by Director and Supervisor before turning it over to P.I.O. personnel for printing.

7. Meet all deadlines set by Supervisor and the P.I.O.

8. Serve as S.A. in Publicity/Promotion if position is vacant and individual wishes to do so.

9. Directly responsible to the Publicity Supervisor.