

## **COMMUNICATIONS ASSOCIATE**

The Communications Associate works with the Theater and Dance Department faculty and guest artists to develop marketing materials for each show. In conjunction with the directors, the Administrative Assistant, and the head of the Department, they create artwork and marketing materials that tell a story about our department or a show we are producing.

### **Responsibilities**

- Design posters, banners, and programs for each show
- Create content for social media
- Collect information needed for the programs, including bios of everyone involved

### **Participation**

- Be present and on time for any scheduled shifts/meetings
- Maintain an organized self-managed work schedule
- Get all tasks completed in a timely manner or by the deadline, if given
- Be available to work on short notice if changes need to be made quickly

Any release from these assigned tasks must be approved by the faculty advisor in advance