

PUBLICITY ASSOCIATE

The Publicity Associate works with the Administrative Assistant to promote all Department events within the college and the greater Walla Walla community. They run the social media and the Harper Joy Theatre blog, and reach out to local theatres to exchange advertisements.

Responsibilities

- Submit all events to college and community events calendars and newsletters, keeping up with timelines for each show
- Be in contact with representatives from local colleges and theatres to exchange advertisement information
- Write and send out promotional emails for each event to the college and community
- Maintain the Harper Joy Theatre Instagram and Facebook page
- Write blog posts for the Harper Joy Theatre blog
- Interview guest artists
- Come up with creative ideas for the social media and blog

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

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