



CHIPPING NORTON CHORAL SOCIETY

JOB SPECIFICATION – PUBLICITY MATERIALS

RESPONSIBLE TO: *Chairperson and Musical Director*

RESPONSIBLE FOR: *The oversight of the design and production of any printed material required by The Society in relation to concerts, Sing Days and other specified events*

MAIN TASKS:

1. **Generating material that is engaging and interesting in support of The Society's performances and overall media engagement**
2. **Designing and producing material in a variety of platforms/contexts, supporting specific members of the committee as required**
3. **Liaising with committee members and performers as appropriate to ensure accuracy and relevance of printed material**
4. **Drafting provisional documentation to present to committee in varies formats and in order to seek formal approval**
5. **Liaising with printers to translate draft material into final copy including lamination of material as required**
6. **Producing numbered tickets for events alongside relevant mail-merge' letters to Society members in support of the work of the Ticket Manager**
7. **Liaising with the Musical Director to ascertain details of soloists and other relevant performers/musicians**
8. **Producing programme proofs for checking by the Musical Director, Librarian and Secretary before formal publication**
9. **Ensuring the timely production of all printed material in relation to the timings of performances/events**
10. **Producing any 'one-off' or special designs as directed by the committee**