

# Poster Assistant

## Summary of Job Responsibilities:

The poster assistant distributes concert and choir recruitment posters to identified locations.

## Duties/Tasks:

- Deliver posters to predetermined locations; ask permission to post, if necessary.

## Helpful Skills:

It would be helpful to have driving skills and access to a vehicle.

## Time Commitment:

The time required to perform this job is three hours, four times a year (two weeks before concert dates and beginning of semesters).

May be shared by several people.

## Appointed Position:

The marketing director appoints this position.