

Publicity Assistant

Summary of Job Responsibilities:

This position assists in promoting awareness in the community of Women's Choral Society activities and identity.

Duties/Tasks:

- Write interesting and effective press releases, public service announcements, and community media bulletin boards both to advertise each concert and to recruit new members before each semester begins.

Helpful Skills:

This position requires excellent written communication skills, the ability to obtain information from all relevant sources, word-processing skills, the ability to set and meet deadlines, creativity, and attention to detail.

Time Commitment:

The time required for this job is four hours each term.

Appointed Position:

The marketing director appoints this position.