



Director Of Communications

POSITION RESPONSIBILITIES

- 01 / Maintains all board related records (e.g., meeting notes & bylaws)
- 02 / Liaises with the festival's contracted marketing firm(s); be the bridge between marketing, advertising, and public relations
- 03 / Oversees proofing for marketing firm
- 04 / Point of contact for public relations (e.g., radio/TV spots, and publications), outside of the marketing firm
- 05 / Point of contact for festival artist
- 06 / Oversees Social Media Coordinator (Monitors all social media posts and posts content not covered under marketing contract)

GENERAL EXPECTATIONS

- 01 / Understands the Festival's mission, policies, programs, and needs
- 02 / Serves as active advocate and ambassador for the Festival
- 03 / Prepares for and conscientiously participates in Board meetings
- 04 / Available and willing to work the majority of the Festival
- 05 / Comfortable with current technologies (email, MS Office, Dropbox)
- 06 / Cognizant of proper social media etiquette
- 07 / Financially responsible with Festival funds

TIME COMMITMENT

- 01 / 3-year term
- 02 / Monthly Board meetings, January–October, approx 3 hours each
- 03 / In addition to monthly meetings, 1-2 hours per week on average; 2-5 hours per week July-Sept.