Coordinator, Theatre Publicity

Job Code 50014054

General Description
Responsible for handling all public relations and publicity for departmental productions and community outreach.

Examples of Duties
Direct communication relating to patrons, prospective students and recruits.
Maintain website; serve as department archivist.
Compose department newsletters.
Serve as Alumni Relations liaison.

Knowledge, Skills, and Abilities
Skill in: communicating effectively with target audiences; evaluating how best to use assistance.

Ability to: read, write and interpret documents; prioritize own workload and readjust as needed.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements