



## **Communications Director**

Positions and Responsibilities for Blue Devil Productions

### **Position Summary**

The Communications Director shall conduct the daily tasks associated with maintaining the records and office functions of Blue Devil Productions. The Communications Director will manage all tasks related to e-mails, electronic postings, and member lists, and shall also coordinate recruitment of members. Duties can consist of the following, but are not limited to, email, poster archive, event attendance numbers, What's Up Wednesday emails, Volume 1/Channel 20, meeting minutes, and recruiting.

### **Detailed Description**

- Design and maintain a plan for the recruitment of members for Blue Devil Productions.
- Create and oversee posting regions and schedules involving all on campus posting sites with all Blue Devil Production board members.
- Advise board on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.
- Develop and maintain on campus e-mail distribution and mailing lists of Blue Devil Productions event attendees and likely attendees for future event marketing.
- Input all Blue Devil Production events to daily e-mail and any other community news web pages.
- Take minutes at each Blue Devil Production meetings and distribute minutes to the appropriate parties within one hour of the meeting.
- Read and respond to Blue Devil Production correspondence, including voicemail and e-mail.
- Coordinate post-show correspondence with artists and agents, such as thank-you notes.
- Design and maintain an efficient office environment; server, including the maintenance of records, historical materials, agency materials, as well as office procedures
- Maintain "How to Manual" for Blue Devil Productions.
- Submit and adhere to a schedule of no less than 5 weekly office hours, held in the Blue Devil Productions office.

### **Beneficial Knowledge to Position**

- Microsoft Outlook, Access, Excel, and Word
- Performance of administrative duties
- Ability to communicate with supervisors and peers
- Ability to organize, plan, and coordinate work of self and others