

1. Coordinate the publication of all printed material including but not limited to:
  - Season Brochure
  - Program Book and insert materials for specific to each concert
  - Concert posters
  - Handouts – bookmarks, postcards etc
  - Signage as requested
  - Invites, Flyers and Programs for special events such as Adventures in Harmony, GNFS, fundraisers

This involves working with graphic designers, printing companies, Artistic Director, Operations Mgr, Event manager, ad purchasers and others to gather and forward all the necessary elements. Obtain quotes, proof finished product.

2. Maintain website content. Design and add sliders as events complete. Post info to member and board pages. Update Concert/Event info.
3. Coordinate with Publicity Mgr in the creation of print and online advertising and provide materials as requested for Press Releases
4. Post events to local Event Calendars
5. Create and send email blasts via MailChimp for all events and other Chorale news.
6. Post content to Facebook.
7. Publish pictorial Directory of singers for internal use.
8. Set up ticketing site with new events and assist Ticket Mgr if needed.
9. Provide files and info to Grant Writer as needed.