

# **Fourth Vice President for Publicity Job Description**

***Job Summary:** Publicizes meetings, concerts, student events, public events, speakers, workshops and lectures using the PPMTA Facebook page. Member of the Executive Board.*

## ***Essential Functions:***

- Manages Facebook page
- Assists with website editing, when requested by PPMTA President
- Takes pictures at all PPMTA functions or appoints someone to do so; assures picture/video consent forms are on file.
- Determines potential school, retail, and community contacts which could benefit from PPMTA's services, such as receiving lists of qualified accompanists for schools

and/or notices of free public concerts for students and/or teachers. Contacts the PPMTA President and Website Manager to possibly include in monthly e-Blasts or on the website.

- Keeps Photo Release Forms for PPMTA Student Activities (festivals and master classes) for one year.

*May 2024*