



## Role Specification for Music Time Publicity Officer

### Overview:

*Publishes the Music Time newsletters 3 or 4 times per year.  
Manages any changes needed for the MT website and monitors its usage.  
Organises advertising and press releases as required. Manages the printing and distribution of publicity materials.*

### This role involves:

- Being a member of the executive committee and being required to attend committee meetings that are normally held once every half term.
- Acting as a charity trustee.
- Publishing the MT newsletter which requires collating information, compiling the newsletter, organising its printing and distribution to musicians.  
  
NB: MT circulates a newsletter once a term (i.e. 3 issues per academic year), to ensure all members are kept up to date with what is happening within the charity .
- Organising advertising in local publications/media to promote MT and preparing an annual overview schedule for these activities as and when required.  
This requirement fluctuates depending on numbers attending the groups and on waiting lists.
- Managing any changes required to the MT website [www.music-time.org](http://www.music-time.org) and monitoring its usage i.e. no of hits.
- Managing the printing and distribution of MT publicity materials i.e. postcards, posters, summer extravaganza tickets.
- Helping with the organisation of special events e.g. the Extravaganza, summer holiday sessions.
- Coordinating MT's presence at "special" publicity events as required i.e. stands at local Baby Fair's

### Other points to note:

- There is no weekly time commitment – the workload varies.
- Access to a computer and e-mail is essential.



## Vice Publicity Officer

**This role involves:**

- Attending committee meetings.
- Acting as a charity trustee.
- Working alongside and assisting the Publicity Officer in the above.
- Being responsible for specific agreed tasks (ie: distribution of publicity posters, newsletter) as and when required.
- Meeting with the Publicity Officer on a regular basis (ie: once a term) to discuss publicity matters.