



VOLUNTEER JOB DESCRIPTION

➤ MARKETING & PROMO

- website content updating (mostly automated but events need to be added to calendar)
- writing or eliciting concert reviews/comments for website and posting to the Daily Shout
- moderate posts (removal of spam) on website
- Artists Consignment marketplace (on website)** further demonstrating a commitment to the community by offering a free service for Members who are artists.
- Works with a committee to come up with further marketing strategies
- receives and vets Press Release and sends off to Creston Valley Advance
- receives and vets Poster and ensures all the information is there
- picks up posters from PO Box and passes over the poster to....(whomever)
- creates and distributes *Upcoming at the Sasquatch* via e-mail
- passes on *Upcoming at the Sasquatch* for physical distribution

- postering (putting up posters at bulletin boards, sourcing new locations to advertise free, updating the master list of places to advertise)
- follows through with advertising to Creston Daily Shout; Creston Valley Events
- deliver monthly calendar of events with invites (door to door) to residential
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