

# The Regal Theatre

**Our amazing community theatre run entirely by volunteers**



*All that's missing is **U**!*

## Press Officer Role Profile

We are a vibrant theatre that puts on fantastic live shows, screens films and holds events to entertain both local audiences and many from further afield. That's why we need enthusiastic Press Officers to write publicity and promotional material, widely publish and circulate up to date information, and keep the Regal in the public eye, promoting our place at the heart of the community.

### What's involved?

- Working with the Bookings Team and performing artists/companies, produce lively and engaging descriptions of upcoming events for the theatre website and further promotional use.
- Sending copy and images to regional media outlets highlighting forthcoming events and news.
- Preparing press releases to publicise special events at the Regal, organise and manage press calls, and maintain the press pack.

### This role will suit people.....

Who are confident, have accurate and imaginative writing skills, and the ability to communicate with people directly to build up good working relationships. It's important to be able to meet deadlines and have good computer skills. Press and/or publicity experience and knowledge of the local area would be an added bonus.

### What's in it for you?

- Having the opportunity to join a friendly team; helping to produce and distribute publicity, adverts and information using a co-ordinated approach across our marketing assets, in a variety of formats and learning new ways to channel your talents.
- Helping to produce eye catching press releases, to encourage audiences to attend Regal Theatre performances.
- The unique chance to work in a theatre environment with the freedom to unleash your ideas and creativity.

### Additional Information

<b>Place of work:</b>	At home and in various areas of the theatre
<b>Time commitment:</b>	Various and as necessary dependent on availability.
<b>Report to:</b>	Head of Marketing, Publicity and PR
<b>Training:</b>	You will receive any mandatory training and, with support from other volunteers, you can learn new skills at your own preferred rate.

### How to apply to be a volunteer

If you would like to become a volunteer at The Regal Theatre, please complete an Expression of Interest Form (available from the Box Office), contact us through the website [www.regaltheatre.co.uk/volunteer/](http://www.regaltheatre.co.uk/volunteer/) or email [volunteer@regaltheatre.co.uk](mailto:volunteer@regaltheatre.co.uk)

**All roles with The Regal Theatre are purely voluntary and any arrangements to volunteer are not meant to be legally binding or an employment contract**