

PRESS OFFICER

We are a vibrant Community 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 an enthusiastic Press Officer to write publicity and promotional material, widely publish and circulate up to date information, keep the Regal in the public eye, and promote our place at the heart of the community.

What's involved?

- Weekly: producing and sending copy and images to regional media outlets (local newspapers, TV, radio etc Periodically: send E-news to subscribers on the mailing list, highlighting forthcoming events and current Regal news
- Preparing press releases to publicize special events happening at the Regal, organize and manage press calls, and maintain the Press Pack
- Liaise with other volunteers on the Publicity Team and co-ordinate any joint projects to provide an efficient publicity service
- Liaising regularly with the Regal Website and Social Media volunteers to maintain consistency

This role will suit someone who

Is confident, has 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 reasonable 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 in a variety of formats and learning new ways to channel your talents
- Helping produce eye catching press releases, to encourage audiences to attend the Regal Theatre performances
- The unique chance to work in a theatre environment with the freedom to unleash your ideas and creativity.

Place of Work: Home and in various areas at Regal Theatre

Time Commitment: TBA

Report to: TBA

Training: Training and assistance from other volunteers