

DUNSTABLE REP THEATRE CLUB

MEMBERSHIP COMMUNICATIONS MANAGER - JOB DESCRIPTION

The Membership Communications Manager is a member of Dunstable Rep's main committee and is required to attend all committee meetings.

The MC Manager is accountable for driving club membership through promotion of the theatre, supporting membership and theatre administration comms, supporting queries, and ensuring current members of the club are up-to-date with what is going on at the Theatre and invited to events as required.

The MC Manager is the person responsible for:

- Membership and event communication, printed (ie. Membership forms, Committee roles poster, Join Us leaflet etc) and electronic (eg. Facebook and Instagram)
- Publicising play auditions to members and circulating audition notices via email and on social media
- the preparation and distribution of all E-mails / newsletters with the communication of forthcoming productions (provided by the Publicity Manager), booking procedures and relevant booking dates, social events, committee details and details of visiting company's productions.
- the maintenance of the website (excluding Play Booking)
- Is in charge of how the theatre promotes itself to the general public
- Is responsible for dealing with the theatre's image
- Promotes the club's social events and occasionally those of other visiting groups.

A Membership sub committee can be formed to support the above, of which the Membership Communications Manager would manage and co-ordinate.