



PPMTA Job Descriptions

If you get the opportunity, volunteer to hold a board position or be part of a festival committee. It's great experience, great fun, and PPMTA needs YOUR expertise

Fourth Vice President for Publicity

Job Summary: *Publicizes meetings, concerts, student events, public events, speakers, workshops, and lectures. May write press releases, letters, and advertisements. Member of the Executive Board.*

Essential Functions:

- Acts as initial point of contact for prospective members and refers them to VP/Membership.
- Welcomes and invites non-members.
- Serves as Handbook Editor, manages PPMTA Facebook page, and website.
- Takes pictures at all PPMTA functions or appoints someone to do so; assures picture/video consent forms are on file.
- Determines potential school, retail, and community contacts which could benefit from PPMTA's services, such as receiving lists of qualified accompanists for schools and/or notices of free public concerts for students and/or teachers.
- Researches public TV, radio, and newspaper contacts; may provide direct mailing to teachers and/or deliver bulletins to stores.
- Publicizes specific PPMTA events through the PPMTA website and the CSMTA *Notes & News* quarterly publication.
- Coordinates with membership chair, as necessary, to eliminate duplication of effort.
- Forwards Secretary copies of Handbook and other historical documents for electronic archival.