

## **Role Description – Social Media Officer**

### **General Committee Responsibilities**

1. Liaise with the Website Manager to ensure the Website is constantly updated with the latest information.
2. In the event of being able to attend a Management Committee meeting, inform the Chairperson of any items for consideration, and check with that person after the meeting for any items that will require attention
3. Regularly attend rehearsals so that current business can be dealt with
4. Make announcements as and when required.
5. At all times act as an Ambassador for the Society.
6. In association with the Marketing and Publicity Officer, canvas potential businesses to receive sponsorship and programme advertising
7. Carry out any other duties, as and when required, which will benefit the Society

### **Social Media Officer Responsibilities**

1. Manage the society social media accounts day to day ensuring content is up to date and accurate (Facebook, Twitter, Instagram as appropriate)
2. Design and post all relevant, important messages and updates to all said social media pages
3. Manage any social media groups created for a society production or event, including the timely deletion of the group after the end of any production.
4. Include the publicity officer and any other officer as may be required as an admin on any group created
5. Liaise with the designer of all marketing materials to ensure that the social media pages are up to date and reflective of the society's latest project
6. Respond to comments and messages posted on said social media pages, bringing them to the attention of the society officers and committee as required
7. In association with Marketing and Publicity Officer, respond to all emails received into the society [info@caods.co.uk](mailto:info@caods.co.uk) email address in a professional and timely manner

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