# About the Role

The Marketing Secretary is a member of the committee who oversees manages all marketing of the society and upcoming productions and events.

# Role Description

* Manage a marketing subcommittee as appropriate (consisted of committee or co-opted members)
* Manage the society’s website, ensuring it is up to date and engaging.
* Manage the society’s social media, ensuring that content is relevant, appropriate and engaging
* Liaising with social, fundraising and production secretaries to ensure that marketing is in place for all aspects of the society
* Liaising with local media outlets to promote and engage them in any upcoming events or production as appropriate
* Attend monthly committee meetings to report any updates on marketing
* Produce a report of the society’s marketing activities for the AGM