

## Job Profile



<b>Job Title:</b>	<b>Date Created:</b>
Printing Manager	19/2/2009

Duties	Month	
<b>Organise content and printing of Programmes</b>	<b>Winter Show</b>	<b>Summer Show</b>
○ Liaise with cast and production team to get all relevant content by print deadlines (biographies, Director's Notes etc.)	Sept-Dec	Feb-May
○ Liaise with other committee member to get all relevant content by print deadlines (Chairman's Letters, dignitaries list, adverts etc.)	Sept-Dec	Feb-May
○ Liaise with photographer(s) to ensure headshots/cast photo/rehearsal photos are taken	Oct/Nov	Mar/April
○ Write other content (liaising with other committee members/production team as appropriate)	Sept-Dec	Feb-May
○ Ensure programme is sent to committee for proof reading, leaving enough time to make corrections with printing company and sign off	Dec	May
○ Proofread all versions of draft programme	Dec/Jan	May/June
○ Send any corrections to print company and order programmes for delivery the week before the show	Dec/Jan	May/June
○ Ensure programmes are distributed to Front of House staff	Jan/Feb	June
<b>Organise content and printing of flyers and posters</b>	<b>Winter Show</b>	<b>Summer Show</b>
○ Liaise with committee to obtain relevant show information (dates, times, ticket prices etc.)	Feb-May	Sept-Dec
○ If there is no logo pack available, obtain several design ideas from printer (or other source) so that committee can choose show logo	Feb/Mar	Sept/Oct
○ Potentially liaise with director to get show information for flyers/posters	Feb-May	Sept-Dec
○ Ensure flyer/poster is sent to committee for proofreading, leaving enough time to make corrections with printing company and sign off	May	Dec
○ Proofread all versions of draft flyer/poster	May/June	Dec/Jan
○ Send any corrections to print company and order flyers/posters for delivery the week before the previous show (e.g. items advertising summer show can be given out at winter show performances)	May/June	Dec/Jan