

# Downtown Vocal Music Academy

## COMMUNICATIONS

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### Duties of Communications Coordinator

#### **Newsletter**

Help edit four issues of the school newsletter

- ❑ October 1
- ❑ December 1
- ❑ February 1
- ❑ May 1

Final copy of newsletter due (emailed) to designer two weekends prior to publication date

- solicit articles for the newsletter from SAC members, parents, students
  - reviews of concerts, activities, opinions, games
- write articles – liaise with publicity/advertising coordinator to write newspaper articles (reviews and announcements regarding upcoming concerts, choir activities etc.)

#### **Additional Newsletters**

Periodically throughout the year, create (with the help of the music staff) additional communications/flyers for students/parents.

#### **Phone Tree**

Create in Sept. (with the help of the OA) a functional phone tree for the students/parents/music staff of the school. This tree would be used for things like: cancelling a choir rehearsal, with short notice, due to bad weather; changing/altering plans for a choir trip etc.

#### **Website**

Work with the website coordinator (OA) to exchange articles/pictures for posting on the website.