

POPS: Job description

Position Title: WHS Fall Musical Family Ads Coordinator

Purpose: Responsible for securing family ads for the musical program of the Fall musical at WHS. These ads are placed by family of the cast, crew and pit to congratulate or cheer on their student. They are a significant source of income for the musical.

Key Responsibilities:

1. Generate email to all parents of the cast, crew and pit advertising family ads-give a template, any directions needed, deadline for submission.
2. Work with the Drama Rep and the Musical Program Coordinator to decide on a timeline and deadline for submission of ads.
3. Collect all ads and turn over to the Musical Program Coordinator in the correct format.
4. Collect all money from ads and pass on to POPS Treasurer.
5. Keep a record of ads sold and money received-share with Drama Rep.

Time commitment: Few hours a week in October.