

Publicity Coordinator:

Publicity Coordinator is a member of the Executive Committee who is responsible for overseeing and coordinating all aspects of performing arts publicity, PR and marketing for WHS, WMS and when possible, the elementary schools.

Key Responsibilities include: attending all POPS board and general meetings, cultivating relationships with newspapers, maintaining annual POPS media calendar for articles, developing a media plan with faculty and/or POPS reps for upcoming performances, and other Performing Arts articles throughout the year and coordinating many other aspects of publicity for the very busy world of Performing Arts in the Wellesley Public Schools.

This position is for someone who loves being in on the action and working closely with the faculty and students in all disciplines of the Performing Arts.