

Monday, October 27, 2014

Hello and thank you for inquiring about the job description. I am currently a freelanced vocal performer/entertainer wearing all of the hats and in need of light assistance. I plan for the whole year and work backwards to ensure that all of the FAQs have been addressed so that things can work out accordingly. Your job is crucial and very important. You will need to be an independent worker without supervision, creative, able to think outside of the box and self-motivated.

Your duties are as follows:

Work closely with the event planner and technical support, promoting, creating a public image. Areas such as: Social, Artistic, Conventional, and Branding. You help the artist look good and keep a great presentation. (On paper)

- **Public relations specialists.**
- **Work closely with event planner.**
- **Ensuring that all fliers have been delivered**
- **Identify trends and related interest or concerns.**
- **Knowledge of advertising agencies and promotional campaigns.**
- **Assist and prepare edits for newsletters, and emails.**
- **Assist with survey distribution and recovery**
- **Writing a press release or other media communications**
- **Develop marketing strategies**
- **Establish or maintain cooperative relationships with organizations.**
- **Coaching of interviews, arranging public appearances**