



### WEB CONTENT & DIGITAL MEDIA OFFICER

#### Committee Post

- Manage website (**knowledge of Wix**)
- Send out any shout-outs from the website promoting shows or events in or out of the group, the group get 3 shout-outs from the website per month so using them for the right promotion
- Keeping the website email contact lists up to date after every show  
(**Information comes from form handouts to audience members**)
- Organise any competitions on Social Media  
(**Spring / Summer & Autumn 6 tickets per show / Panto 18 Tickets for the 3 weeks 2 per show**)
- Manage the groups Facebook page
- Manage the groups Twitter Page
- Manage the groups YouTube account  
(**Which is dormant at the moment**)
- Manage Instagram Page (not yet set up)
- Provide regular updates on Facebook and Twitter to help generate ticket sales
- Manage the Facebook member's only page alongside the social secretary this will include providing regular updates to push any upcoming show and or events within the group
- Push T-shirt Sales within the group to maximise the group's image within the town centre and beyond, this is also the responsibility of the social officer
- Manage a new email account for anything relating to the website or social media  
(**webandmedia.lbdg@gmail.com**)

- Protect the new Leighton Buzzard Drama Group Logo and make sure it is used in the right way
- Have control over the Photo archive / Vault attached to the publicity email address
- Attend committee meetings every month