

Magic Valley Gem Club Public Relation Show Specialist Job description:

Note: No individual member may encumber, commit, charge, or in anyway make the club liable for any cost, fees, charges or other indebtedness without prior approval of the Club's Majority vote at a meeting or the Show Chairman. All expenses are solely the responsibility of the individual making the purchase.

Job Title Magic Valley Gem Club Public Relation Show specialist
Reports to: Show Chairman, President, Secretary, Executive Board.

Job Overview:

YOU ARE IN CHARGE of all Show advertising, announcements, press releases, information fliers, contacting all types of media, TV, Radio, New Papers, Chambers of commerce, and any other means.

When The Club is contacted about the Show you are to insure a prompt effort is made to provide information. Do whatever correspondence the Club needs done. Use social media- Internet.

Show Public Relations Officer: Keep the public informed Gem Club Show.

The different media's are to be contacted and articles submitted where applicable.

Make and maintain a list of contacts with each of the Areas Media's.
Insure information about the Club show is covered.

Duties: AS OUTLINED IN THE MVGC BYLAWS

The Public Relations Specialist shall assist the Club in any way you can.

Respond to any request or other correspondence giver to you.
Insure request for information is set out and responded to promptly.

Make and maintain a list of contacts with each of the Areas papers, Plus Farm and advertizing papers.

Time News, Burley Reminder, Buhl Harold, Woodriver Journal and any others.

TV stations, Radio Stations, and the internet via magicvalley.com and local Cable One Company.

Each of the Media's has community events, community Calendars...

Our Show should be on them.

The eight county areas in the Magic Valley needs each and everyone of their Chamber of Commences contacted about our Club and contact information.

Each Chamber need to have our Gem Show listed on their calendar

Local Libraries have bulletin boards for community events.

Many State and Federal agencies have list they maintain about activities in the area. We should be in their files in case someone is looking for a Gem Club.

All the rock Shops in the area should have small business size cards about our club to handout. Plus a 8 ½ x 11 inch flier about our Club and meetings and Show.

Plus all types of Social Media on the WEB.

Each media needs worked to find out what articles or information they may require in a submitted article.