Description
The Public Relations Coordinator is responsible for the planning and distribution of all publicity for RAW.

Responsibilities
• Work cooperatively with the Design Coordinator to plan publicity to Reed and the greater Portland area. This will include but is not limited to:
  - Submitting blurbs to At Reed, the Quest, and Student Body Info
  - Producing written and visual commercials to be distributed in the weeks preceding RAW
  - Making and distributing promotional RAW paraphernalia (e.g. buttons, bookmarks, tee-shirts, etc.)
  - Contact and send out press releases to media outlets
  - Poster distribution
• In coordination with the RAW team, visit Art/Music/Dance/Theatre classes to talk to students about RAW
• Attending all RAW-related meetings and reporting regularly to the RAW Coordinators and the Assistant Director of Student Services
• Assist with general committee responsibilities including artist research, event planning, etc.
• At the conclusion of the weekend, prepare a full report and evaluation

Time Commitment
Average hours/week in fall semester and early spring semester: 5-10 hours/week. Be in town or contactable during Winter Break. Must be available every day of the week of RAW, February 29-March 4, 2012.

Remuneration
$375

Preferred Experience
• Strong organizational and communication skills
• Ability to work well in high-pressure situations
• PR experience recommended
• Participation in Portland cultural community preferred

Application Requirements
Submit a resumé and cover letter describing relevant experience. Include two Reed references with phone numbers and fill out the attached schedule card. If you are new to the campus, please submit two references who can speak to your relevant experience.

Application Deadline
Bring applications to the Student Activities Office by 5 PM Friday, September 16.

Questions/Concerns?
For further information, contact RAW 2012 coordinators Tori Abernathy and Nick Irvin at reedartsweek2012@gmail.com.