

Water Polo West Bay Publicity Officer



Role

To promote and publicise the summer series of matches at West Bay.

Skills:

- Good IT skills;
- Good reporting and communication skills;
- Ability to produce coherent match reports/press releases.

Main Duties:

- To liaise with the west bay co-ordinator, publicising fixtures identified;
- Work with the water polo press officer to identify the list of local media contacts such as Bridport News, A View from Bridport, Marshwood Vale magazine, Post Advertiser, Wessex FM, Mid Dorset Radio, BBC Radio Solent, BBC South West, Westcountry TV.
- Produce press releases of any club events, tournaments and activities and produce articles as relevant;
- Produce relevant posters and pin up on public noticeboards, caravan sites noticeboards and telegraph poles;
- Produce two A1 publicity boards to put up in West Bay during the summer series;
- Erect a publicity banner with the permission of the Crown Inn during the summer series;
- Send results and anything of interest to Dorset Water Polo League web developer and local press as relevant;
- Keep a record of press cuttings, radio mentions and TV coverage;

Commitment

It is vital for the club that you undertake your duties for the year, with the hope that the post holder will retain the role for a longer period or help to find a replacement.

Useful Websites

www.bridportwaterpolo.org.uk

Note:

This guide has been put together to try to cover most roles. If there are updates, please amend and then send a copy to the water polo workforce co-ordinator.