

## POSITION DESCRIPTION



### Role Title

Mudbash Public Relations  
Manager

### ROLE REPORTING INFORMATION

**Positions Reporting to this role**  
**This Role Reports to**  
**Executive Reporting**

Public Relations Assistant  
Mudbash Vice Chairman  
Mudbash Chairman

### ELIGIBILITY

- The position of Mudbash Public Relations Manager shall only be open to current invested Rovers, actively participating in a rover crew.
- Nominees must be eligible to remain a current invested Rover for the duration of the term (12 months), except with express permission of the Mudbash Chairman.

### DUTIES AND RESPONSIBILITIES

#### Prior to Mudbash

- Positively promote Mudbash to the Rover Community, Scouting Members and the Public.
- Using the corporate/specific year's logo, update the Mudbash Website & other social media platforms with information about the event, ensuring important information is accessible.
- Produce & distribute a sponsorship pack for the event.
- Working with their team, liaise with potential sponsors & put sponsorship agreements in place.
- Working with their team, design and present event and committee merchandise designs for approval by Committee.
- Liaising with third party vendors, order event & committee merchandise.
- Working with department managers, Vice Chairman and their team, collect information for the Mudbash Program, ensuring its accuracy.
- Design & present the event program for approval by committee.
- Print event program for distribution.
- Attend at least 1 Pre Mudbash Working Bee, assisting with the preparation of the venue for the event.
- Prepare monthly reports detailing the work done by the Public Relations department since the last committee meeting & providing it to the secretary prior to the next meeting.
- Attend monthly committee meetings.
- Draft a budget for all Public Relations & Marketing needs, liaising with the treasurer to ensure that expenses are within budget.
- Provide vendor quotes and costs to the treasurer.
- Spend within the agreed department budget, except where approved by the Chairman.
- Act on decisions made by the represented rovers at the event forum.

#### At Mudbash

- Ensure delivery and distribution of committee merchandise as required.
- Working with *CAS TERAS*, ensure event merchandise is sold to participants throughout the weekend.

## POSITION DESCRIPTION



- Working with the Treasurer, distribute the program to participants at front gate.
- Working with their team, photograph and film aspects of the event, publishing it on social media as required.
- Attend rostered shifts on time, remaining sober and prepared to undertake the required tasks.
- Provide support to other departments as required where there are no conflicts with their role.
- Communicate effectively with other departments, ensuring that tasks are identified, planned for, responsibility assigned and executed.

### After Mudbash

- Collect and publish photographs and videos taken at the event, publishing it on the Mudbash website and other social media platforms.
- Working with their team, pack up all promotional material/merchandise ensuring unused materials stored for future use.
- Attend at least 1 Post Mudbash Working Bee, assisting with the pack up of the venue after the event.
- Ensure all invoices are finalised and provided to the treasurer.
- Attend the event forum, listening to the feedback provided by Rovers.
- Produce an Annual Report by the Mudbash Annual General Meeting detailing the work done which is relevant to their duties.

### DESIRED SKILLS

- Creativity
- Leadership
- Communication
- Interpersonal and relationship building skills
- Time Management
- Attention to detail
- Deadline management.
- Able to work as part a team to accomplish tasks.

## Feedback

<b>Role Title</b>	<b>Mudbash Public Relations Manager</b>
<b>Comments</b>	