

DUTIES OF WEB, TECHNOLOGY, AND DATA CHAIR

Revised: 06/10/2017

Website

-) Design, administer, and support SLCT website
-) Capture/gather data and information for the website
-) Capture/gather master documents and historical documents for archiving on web server

Membership Database

-) Set up, support, and administer membership database for the organization
-) Send organization wide emails using membership database
-) Create and send SLCT directory to members using membership database

Social Media

-) Set up and administer SLCT Facebook page
-) Research and recommend new tools and media that can be used to support and publicize the organization and support SLCT productions
-) Educate and train SLCT members on effective use of media tools, as necessary

Ticketing

-) Responsible for SLCT show ticket sales including schedule of sales dates and location of in-person sales
-) Responsible for on-line ticketing sales and software, including training, updates and the generation of reports