**SOS Job Description – Directory Co-ordinator**

Directory Co-ordinator is an essential role within the SOS Committee team to ensure a creative and accurate directory/leaflet can be produced for the public. The role involves liaising with design & print firms, as well as advertisers, to produce a directory and signage that meets the aims of the organisation, is cost effective and can promote the SOS members.

The SOS Committee are really keen on trying to be as eco-friendly as possible, so this will be a consideration for 2022.

The responsibilities will include:

* Taking on board the ideas of the members & committee, to develop a directory
* Coordinating the SOS directory process meeting design & print deadlines
* Liaising with Design & Print Firms for design and printing functions of the posters, directories, and other marketing materials
* Working with the Web Admin to ensure up to date data is provided for the directory and is formatted correctly for the design company.
* Proof reading & co-ordinating changes
* Co-ordinating advertiser space in the directory
* Liaising with the Directory Distribution Co-ordinator to discuss drop off ‘hubs’ for area leaders

**Skills required – Must be IT literate, good understanding of Word and Excel including sorting and formatting data. Need to be available Jan-mid March/April.**

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| **Timing** | **Task** |
| Oct - Dec | Contact design & print firms for possible directory styles, costs and quantities  (3 quotes minimum required) |
| Early January | Decision on design & print company to use confirmed.  Work with print company to decide timeline for designing and printing.  Arrange deadlines to download all data from website and send over all info to graphic designer, as well as when data needs to be updated by. Inform committee of all dates.  Work out costs and size of space for advertising space in directory. |
| February | Web admin to download data from the website and send to directory co-ordinator for formatting and sorting.  Directory co-ordinator to chase up members who have not provided the correct data. DC sends the first draft of data to the designers.  Plan quantities of directories and posters with Directory Distribution co-ordinator, plus any other marketing material.  Contact previous advertisers to see if they wish to re-advertise in this year’s directory. Contact any other relevant companies with rates.  Liaise with reciprocal advertisers e.g. Cambridge Open Studios. |
| February - March | Liaise with the committee to check the first draft of the directory.  Send out to all members the 2nd draft of the directory to check their entries as well as their map positions and that numbers correspond correctly.    Send back amendments/changes to graphic designer. |
| Around March – early April | Final Proof read directory along with other committee members.  Sign off final proof reading  Send final file to printers for print run and confirm number of posters. |