



## ***Brio* Subscriptions and Advertisement Manager**

### **Job Description**

The *Brio* Subscriptions and Advertisement Manager is one of the appointed officers of the Branch and serves on the Communications Committee. The *Brio* Subscriptions and Advertisement Manager is the main contact for publications of the Branch. The term of office is five years and all expenses involved in carrying out the duties of the post are reimbursed.

The *Brio* Subscriptions and Advertisement Manager will:

- Respond to enquiries about Branch publications
- Update the subscriptions information spreadsheet (*Excel*)
- Manage subscriptions including invoicing the institutions and agencies and handling foreign payments and paying in cheques (in cooperation with the Treasurer, IAML (UK & Irl))
- Deal with journal claims and post back issues
- Provide mailing labels for shipment as and when required
- Liaise with the *Brio* editor on subscription matters
- Provide regular reports to the Executive Committee (3 times a year prior to Executive Meeting)
- Encourage and seek advertisement agreements
- Encourage subscriptions to *Brio* through direct contact with customers as well as subscription agencies

To apply, or to seek further information, please contact the President at [president@iaml-uk-irl.org](mailto:president@iaml-uk-irl.org) or the General Secretary at [general\\_secretary@iaml-uk-irl.org](mailto:general_secretary@iaml-uk-irl.org)