

**From:** Adams, Chaney  
**To:** Patel, Swati <SwatiPatel@gov.sc.gov>  
**CC:** Godfrey, Rob <RobGodfrey@gov.sc.gov>  
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**Subject:** Press Office job descriptions

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## **Chaney Adams, Press Secretary**

- Chief on-the-record spokesman for the Governor
- Lead point of contact – 24 hours a day - in the Governor’s communications office with members of the media who cover the office.
- Cultivate and maintain productive working relationships with television and print media who cover the Governor, including calling members of the Statehouse press corps daily regarding stories they are working on regarding the administration.
  - Keep an ongoing list of incoming request, including their status, to discuss with Rob Godfrey daily.
  - Pitch statehouse press corps on positive stories regarding the administration .
- Work with the Governor and Rob Godfrey to oversee and create content for the governor’s social media accounts—ensuring they are updated daily. In addition, coordination with Cabinet agencies and other government agencies when required.
- Edit and prepare for final approval, sign off, and distribution of all media advisories, press releases, statements for the record, backgrounders/research documents, social media posts, and other information distributed to the media on behalf of the Governor.
- Work with Brian Symmes and Camlin Moore to ensure they are executing on their responsibilities and that everyone is working together day to day and more broadly to accomplish the daily, weekly, and monthly communication’s goals.

## **Camiln Moore, Press Assistant**

- Provide the Governor and the Governor’s staff with morning and afternoon news clips, morning TV news clips, and newspaper front pages.
- Shoot, edit and create high quality videos in support of the Governor’s agenda and to monitor narrative on all matters involving the Governor.
  - Work with Nicole Priester to produce videos of the Governor for events she is unable to attend-- as requested
- Shoot and edit all still photography and video for the Governor at all public events for use in all forms of social media (Facebook, Twitter, Instagram). Develop emphasis for creating a full picture of the Governor.
  - Updated the Governor’s Flickr page to ensure the press and public always have access to quality still shots of the Governor’s events when they are unable to attend.
- Properly catalog extensive library of over 1,000 videos, as well as new media produced.
- Work with Brian Symmes to stage and produce the Governor’s public events.
- Work with Brian Symmes to ensure the Governor’s website is up to date daily or as needed.