JOB POSTING

JOB TITLE: MUSI10 – Social Media Assistant A

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: School of Music

CONTACT NAME: Linda Sheldon

JOB DESCRIPTION:
Working directly with the School of Music’s Concert & Publicity Manager, the Social Media Assistant will brainstorm, strategize and create compelling content for social media platforms to promote School of Music concerts and events as well as capture student life. Social media day-to-day activities will include: creating relevant content (images, video and written) that promotes audience interaction and encourages participation; managing and responding to published content; and developing and expanding our online community. The Social Media Assistant will also be responsible for monitoring and interacting with an online audience during live streamed events. This includes posting concert program information and relevant links, answering questions, and responding to comments in online chats.

QUALIFICATIONS:
Our ideal candidate has experience using social media (Facebook, Twitter and Instagram) and is excited about interacting with online communities and building relationships. We are seeking someone who is self-motivated, enthusiastic and creative, with strong verbal and written communication skills and basic photo and video editing skills. A personal mobile device (smartphone, tablet) is required. Hours are flexible but attendance (virtual or in person) at some concerts and events — which may include evenings and weekends — is required.

JOB LOCATION ON-CAMPUS: School of Music, MacLaurin Building B-Wing

WORK STUDY WAGE: $15.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 140

HOW TO APPLY:
Cover Letter and Resume to:
Kristy Farkas
Concert & Publicity Manager
University of Victoria School of Music
conzert@uvic.ca

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php