

VTF Social Media Specialist

About this Job

Virginia Theatre Festival is seeking Social Media Specialist for our Summer 2022 season. Qualified candidates will have excellent verbal and written communication skills and the ability to organize and execute tasks in a fast-paced environment. Applicants must be proficient in Facebook, Instagram, Twitter, and other social media platforms and in developing content for designed for those platforms.

Working with the Assistant Business Manager, Publicist, and Managing Director, the social media specialist will develop and execute a social media plan for our summer season. The social media specialist will also create general VTF content featuring the production shops and all of our artisans. Lastly, with the knowledge gained from the season, the social media specialist will create a plan for VTF to have a year-round presence on social media, beginning the day after our season closes, which we would have a student execute during our off-season.

In addition to the social media content creation and posting, there will be other duties as assigned that could entail assisting company management in various tasks.

Every member of our company should always have a willingness to learn as well as a commitment to a safe and equitable work environment. All employees are required to follow the University of Virginia and the Virginia Theatre Festival's COVID-19 Protocols.

Pay Rate

15.00 per hour. We provide housing within walking distance to the theatre and various restaurants for those employed from out of town.

Duration

June 6, 2022 through August 7, 2022. 40 hours/week in a varied work schedule. Day, weekend, and evening hours required.

Work Authorization Requirements

US work authorization is required.

JOB DUTIES

- In coordination with the assistant business manager, publicist, and managing director, develop VTF's in-season and off-season Social Media plan.

- Create, post/schedule social media content to Facebook, Instagram, Twitter, and other platforms.
- Create e-newsletter content.
- Other duties as assigned.

REQUIRED EXPERIENCE AND SKILLS

- Highly proficient with creating and posting content on social media platforms, including Facebook, Instagram, Twitter, and others.
- Knowledge of live theatre production.
- Experience joining rehearsal rooms, getting to know actors, directors, stage managers, and designers and creating content around production.
- Ability to communicate clearly and concisely.
- Possess a positive, cheerful, and professional demeanor.
- Ability to work both independently and together with colleagues.
- Comfortable using technology.

PREFERRED EXPERIENCE AND SKILLS

- Prior experience creating theatre or business social media content.
- An enthusiastic interest in working in the theatre, arts, and in arts administration roles is welcome!
- **TO APPLY**
- To apply for this position, please email your resume to us as follows:

Subject line: SOCIAL MEDIA - your last name and first initial

Example: SOCIAL MEDIA – Smith, J.

- Email to: virginiatheatrefestival@virginia.edu