



Position Title: Digital & Social Media Assistant

Department: Education & Human Resources/Storowton Village Museum

Supervisor: Director of Education & Human Resources

Position Type: Casual (non-exempt)

Pay Range: \$18-\$21/hour

Position Summary:

The Digital & Social Media Assistant is a casual role best suited for an energetic individual that has a knack for social media analytics, web design, basic photography skills, and quirky creativity. The ideal candidate is tech savvy and has a detail-oriented nature. The person in this role need not be a history buff, but rather must be someone who has an appreciation for education, New England heritage, and a keen eye for making early American life relevant for a 21st century audience.

This position has a varying work schedule based on the programming schedule, but can be estimated to be approximately 8-10 hours per week with additional hours some nights and weekends. At the start of the role regular on-site time will be required; work from home hours may be possible after the first 90 days.

Position Responsibilities:

- Develop content and maintain social media accounts.
- Manage the website for Storowton Village Museum, including basic graphic design.
- Maintain the ticketing system through our website and troubleshoot issues with customers.
- Take pictures during Village events and maintain photo files.
- Design signage suitable for print for exhibits and events.

Position Requirements:

- Experience with web design and social media for business.
- High school diploma or equivalent, some college preferred
- Highly adept with technology and comfortable working in a Windows-based environment.
- Experience or education in K-12 education, history, human services, public programming, or other similar fields whether as a student, professional, or volunteer preferred.
- Basic graphic design skills.
- Demonstrated skills in interpersonal and written communication.
- Ability to climb stairs multiple times throughout shift.
- Ability to lift or move objects weighing 25 lbs.
- Flexibility, enthusiasm, and a sense of humor a must!

To Apply:

Please fill out our online application form - <https://tinyurl.com/JobsESE> and include your resume and cover letter. Questions regarding the application process can be addressed to employment@TheBigE.com. Positions are open until filled, with an anticipated start date the week of March 11, 2024.

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Please note: during fair time operations, including pre- and post- fair operations certain positions may be exempt from overtime based on an overtime exemption through the Commonwealth of Massachusetts.