Are you a creative communicator?

**Position on the Stamps Social Media Team: Social Media Producer**

Looking for an outgoing and engaged creative communicator to join the Stamps Social Media Team. The position is paid, 16 hours per week. Position is for 6 months with the possibility of extension. Start date: as soon as possible.

The Stamps Social Media Producer is in charge of posts, daily upkeep and management of the Stamps social media outlets: Facebook, Tumblr, Twitter, and Instagram. You’ll work closely with the Stamps Creative Arts Producer and Communications Team to develop posts, stories, and strategies for each outlet that communicate the unique aspects of the Stamps community and serve the School’s larger communications goals.

**Qualifications:**
Strong writer with a sense of humor and knowledge of art & design
Able to take initiative, discover new stories and do research
Outgoing and comfortable talking to people
Basic skills in photography, graphic design & video are helpful

**Desired Qualifications:**
Familiarity with the Stamps School, it’s mission, messages and culture
Experience with social media branding

**Duties include:**
Daily posts to the Stamps Facebook, Instagram and Tumblr pages. Five or more tweets daily. Manage and respond to engagement on all outlets. Create and find content on external and internal sources relevant to our various constituencies: prospective students, current students, alumni and the larger art/design communities. Develop strategies of engagement with audiences on each of the outlets. Watch analytics in order to recalibrate strategies.
Position:
Part time, temporary position for 6 months with the possibility of extension.
Approximately 16 hours a week.
$15-$18/hour, depending on experience.

To apply: Send us an email telling us why you’re a good fit for the job. Include your social media handles and website. Send to: playgallery@umich.edu