

Position Title: Social Media Coordinator

Supervisor Name: Elena White

Supervisor Title: Associate Director, Center for Art and Community Partnerships (CACP)

Department: Center for Art and Community Partnerships (CACP)

Location of Position: On campus (2nd floor Kennedy) with option for some remote work

Number of Openings: 1

Hours per Week: 4-6 hours/week

Hourly Rate or Salary: \$11/hour

Position Duties & Description:

ABOUT CACP:

The Center for Art and Community Partnerships (CACP) cultivates innovative, sustainable, relationships with the broader community to explore and expand the relevance of art in public life. CACP matches MassArt faculty, students, staff, and alumni who want to engage in community-based projects with neighborhood organizations, schools, and institutions to create mutually-beneficial, sustainable partnerships in the visual arts. The Center uses art as a catalyzing force for citizens to act creatively together. To learn more please visit: massart.edu/cacp.

ABOUT THE POSITION:

The Center for Art and Community Partnerships (CACP) seeks an organized, motivated, individual who is enthusiastic about sharing stories through social media. The Social Media Coordinator will provide the CACP office with invaluable support in its effort to make our work visible and come to life for an even wider audience on Facebook.

The MassArt student hired for this position will:

- Create and publish social media content to promote and share info about CACP, its events, programs and partners
- Get to know the CACP office and its programs in many ways
- Work both in the office and remotely at times
- Meet for weekly check-ins with CACP's Associate Director
- Attend monthly Community-Based Learning and Teaching (C-BLT) workshops (see below for more details)

QUALIFICATIONS:

Ideal candidates will:

- Possess a deep understanding of Facebook
- Be interested in creatively developing content that will help CACP engage with its many communities and audiences
- Possess good writing skills
- Have ideas for generating increased usership
- Be committed to the CACP mission
- Feel comfortable taking initiative
- Possess skill with administrative tasks and a sharp mind for details
- Be an effective communicator - especially via email

- Enjoy working with people and possess a good sense of humor

COMMUNITY-BASED LEARNING AND TEACHING (C-BLT) WORKSHOPS:

All students employed through CACP participate in Community-Based Learning and Teaching (C-BLT) workshops. These workshops help to build community among the CACP student cohort and prepare students to engage with community-based work. These mandatory workshops occur about once a month and students are paid for participation.

Leadership Responsibilities:

- Attendance and participation in the 2017 – 2018 Leadership Selection Process
- Must remain in good academic and disciplinary standing
- Uphold and abide by the policies and procedures in the MassArt Student Handbook
- Check MassArt e-mail at least once per day for the 2018 – 2019 academic year