

Website and Social Media Assistant

APPLIED SCIENCE AND TECHNOLOGY

Role: The Website and Social Media Assistant will assist the Chair of Visual Arts or his designate in uploading and maintaining our new Web site and its various multi-media portals or links. Knowledge of Web page design, graphic layout and streaming of time-based materials is essential as is a general familiarity and ease with Web page function and architecture.

Under the leadership of the Director of the Marilyn I. Walker School of Fine and Performing Arts, the Departments of Dramatic Arts, Music and Visual Arts and our interdisciplinary program in Studies in Arts and Culture are developing Web-based promotional materials. These activities support nearly 70 student driven events over the course of the academic year, from main stage projects to concerts to exhibitions.

The Website and Social Media Assistant's primary responsibility will take the form of uploading key promotional materials on a regular and weekly basis to the Web portal. These materials, which may take the form of press releases, invitations, posters, digital images or video, will have been prepared in-house for broader dissemination. Many of these materials will be in printed form while others will be electronic or time based and will require additional adaptation, scanning, file re-sizing, or transfer to Web-format. Knowledge in how to prepare these materials for uploading to the Web and other social media such as YouTube and MySpace is essential. These tools are acknowledged as critical in helping develop strategies for direct marketing and for student recruiting.

Start: 2010-09-08

End: 2011-04-16

Positions: 1

Job Type: Part-Time

Deadline: 2010-08-13

Salary: \$13.25/hour

Status: Available

Requirements

Qualifications: You are a third-year student with demonstrable skills, a familiarization with Mac OS, experience with Web site management or have completed a course in Web-based Interactive Media and/or Design. The successful candidate will have Web content writing experience; the requisite skills to manage and convert video and photo images to Web-ready form; the ability to handle the editorial duties associated with our website; be prepared to work on our current content management system and a variety of social networking sites. A knowledge and understanding of Web trends and social media is desirable. Ideal candidates are regular Twitter and Facebook users but must also demonstrate an intrinsic understanding of Facebook and the role social media sites play within student culture (YouTube, MySpace, etc.).

Minimum Education: 3rd Year Student

Area of Study: Not specified

Application: Cover Letter, Resume

Other: None

Contact

Submit your application to:

Murray Kropf
Visual Arts
Brock University
St. Catharines, Ontario
L2S 3A1

Phone: 3212

Email: mkropf@brocku.ca

Only successful applicants will be notified.