

Job Specification for the Role of Social Media Manager for the Society for Medieval Archaeology

Social Media Manager – paid role of £15.20 per hour, approximately 8 hours per week (see notes below).

The Society for Medieval Archaeology was established to study evidence of the past, whether standing buildings, landscapes, buried remains or artefacts in museums. Membership of the Society is open to all those interested in medieval archaeology and members receive two issues of our journal, *Medieval Archaeology*, and two issues of our Newsletter per annum. Members are also entitled to discounted rates when registering for our conferences and purchasing our monographs. We organise a series of events throughout the year including our Annual Conference, Annual General meeting and Winter Symposium, Student Colloquium, and exclusive events for members. The Society seeks a Social Media Manager who is enthusiastic about medieval archaeology and engaging with interested groups via social media.

Important notes: This is a remote-working position but attendance at Society meetings and conferences (both online and in person) will be required a few times a year. You will report to the President and the Secretary of the Society, and will coordinate activities with the Membership Secretary, Events Officers, and Editors. At times, the role may not require eight hours per week and at others, e.g. live tweeting a conference, more than eight hours will be required. Please ensure you can be flexible before applying. This is a self-employed role and payment will be made based on invoices listing agreed hours worked.

This is a 1-year post in the first instance.

Main duties

- Create frequent, engaging and diverse content for the Society, its interests, activities and events
- Monitor social media channels including analytics
- Create and enact plans for greater engagement
- Engage with followers on social media channels
- Assist the creation of an online community
- Report to Council about recent activity and ongoing and future plans
- Schedule content for non-working days
- Maintain the professional tone expected of a scholarly society
- Uphold the Society's respected character

Essential skills

- Appreciation of social media's potential for building stronger relationships between the Society and its members, and informing a broader audience/ potential members about our mission and work
- Strong interest, qualification or job in archaeology (or closely related discipline) with a specific interest and knowledge in medieval archaeology of any region
- Excellent and engaging communication skills

- Enthusiasm for the Society's mission
- Experience with digital strategy and social media
- Fluency in digital media, including platforms such as Instagram, Twitter and Facebook and familiarity with mobile technology and devices
- Maturity and attention to detail
- Ability to learn quickly and work independently

Desired skills

- Awareness of social media analytics and knowledge on how to increase traffic and engagement
- Experience writing brief reports and reporting to a wider team
- Experience implementing strategies for growing and engaging an audience on social platforms
- Strong creative instincts
- Experience creating graphics, posters and videos

Please apply via email to medieval.archaeology@googlemail.com with a short CV (two pages maximum) and cover letter outlining what you can bring to the role and the Society (one page maximum).

Deadline: Friday 12th August, 5pm BST.

Please direct any queries to medieval.archaeology@googlemail.com.