

### **Interim Digital Content Coordinator**

Reports to: Deputy Director

Classification: Part-time, non-exempt hourly position

Employment Term: November, 2023 – Mid-May, 2024 (approximately 6 months)

Hours: 20 – 24 hours per week

Compensation Range: \$20 - \$24 per hour

### **Job Overview**

The interim digital content coordinator works closely with the marketing and communications team to develop original and promotional content to tell the story of HCCC as a unique and dynamic arts destination in Houston.

The position maintains the organization's online voice and works across departments to edit or generate posts and announcements on publicity, exhibitions, resident artists, workshops, and other educational offerings for social media. It also assists other departments when needed.

The position is temporary and begins in November, 2023, with training sessions and lasts through mid-May of 2024.

### **Duties and Responsibilities**

- Manage HCCC's social media accounts by producing content to promote all facets of the organization and its programs, as well as interact online with artists, visitors, and peer organizations
- Work with marketing, education, and exhibitions departments to write, edit, format and generate image/video content for posts, ensuring consistency in HCCC's institutional voice, accuracy in all event details, and proper image crediting
- Maintain and update e-newsletter list
- Track data and report monthly on social media statistics
- Update website with press releases, news items, and virtual content
- Photograph artwork and making projects as needed
- Assist with audio/visual needs for the organization
- Provide assistance with copy editing, media requests, or other tasks as needed

### **Requirements**

- At least two years of experience in managing social media and marketing projects; experience working in a cultural or arts organization a plus; Bachelor's degree preferred
- Strong writing and editing skills (adept at writing and editing copy for different audiences and purposes)
- Highly organized, detailed, and able to prioritize and manage multiple projects simultaneously
- Proficiency with platforms like Instagram, Facebook, WordPress, Mailchimp, and Youtube, and software such as Adobe Creative Suite, MS Office
- Familiarity with audio/visual equipment and photography a plus
- Attend occasional evening or weekend events to capture social content
- Willing to jump in and assist any department when needed

### **Application Process**

Apply online here:

[https://craftthouston.formstack.com/forms/interim\\_digital\\_content\\_coordinator](https://craftthouston.formstack.com/forms/interim_digital_content_coordinator).

Please complete the form and upload a cover letter, current resume, and references.

You will be contacted if you are selected for an interview. Deadline to apply:

September 29, 2023.

### **Inclusion Statement**

Houston Center for Contemporary Craft is an equal opportunity employer. HCCC does not discriminate on the basis of race, sex, sexual orientation, color, religion, national origin, age, military and/or veteran status, disability or any other characteristic protected by applicable federal, state, and/or local laws. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

The Houston Center for Contemporary Craft's mission is to educate on the process, product, and history of craft, here in the city of Houston and across the country. In our exhibitions, educational programs, and artist residencies, we strive to create a diverse, equitable, and inclusive environment that provides access to the resources artists need to realize their creative and community endeavors.

For our audiences, we aim to reach all people, no matter their previous experience with, knowledge of, or access to the arts. HCCC is committed to serving as a community that welcomes and respects everyone—regardless of age, ability, ethnicity, race, religion, political beliefs, sexual orientation, gender identity or expression, nationality, geographic origin, and socioeconomic status. To be of and for Houston, the most diverse city in the nation, we affirm our responsibility to be as inclusive as possible for all audiences.

For more information about HCCC, please visit [www.craftthouston.org](http://www.craftthouston.org).