



The National Academy of Television Arts and Sciences - Michigan Chapter is looking for a part-time, freelance Social Media Manager to oversee, develop and enhance our social media accounts (Facebook, Instagram, Twitter, etc.) You will be responsible for creating original text, graphic and video content, sharing important NATAS-MI news/updates, managing posts and responding to/engaging with members and followers.

Responsibilities (include but are not limited to):

- Generate, edit, publish and share engaging content daily (original text, photos, videos, etc.)
- Share important NATAS-MI news, updates & deadlines
- Communicate/engage with NATAS-MI members/followers in a timely manner
- Oversee social media account design (Facebook cover photo, profile pictures, etc.)
- Collaborate with NATAS-MI Social Media Committee
- Suggest and implement new features to develop brand awareness (Member of the Month, Meet the Board, etc.)
- Grow organization's media following

Qualifications:

- 1-2 years experience in content management
- Ability to deliver creative, original content (text, image and video)
  - Graphic design experience preferred
- Excellent copywriting skills
- Excellent communication skills
- Strong work ethic; must be proactive & self-motivated

Education Requirements:

- Working toward a Bachelor's Degree in Communications, Public Relations, Journalism or a related field is preferred.

Compensation/Hours:

- This is a freelance, non-exclusive position
- Hours: 15-20 per week (part-time)
- Pay: to be determined, based on experience

The deadline to apply is November 11th. Please include a cover letter, resume, references and work samples. Email your application to [NATASMISocialMedia@gmail.com](mailto:NATASMISocialMedia@gmail.com).

*NATAS-MI is an equal opportunity employer. We celebrate the life experiences and diversity of our team, our members, and the vibrant community of creative professionals we serve.*