

Community Manager **Job Description**

Orakel 33 is seeking a qualified Community manager to promote our artistic products. This position is ideal for a professional with significant experience on social media, strategy and communication campaigns.

Deadline for applications: 22pm on Sunday 12th June. Due to the urgent nature of this position we reserve the right to interview applicants at any point during the initial job posting period

How to apply: Send your CV and cover letter by email with the subject "Community Manager" to orakel33.intermedial@gmail.com

RESPONSIBILITIES:

- Manage Social Media campaigns for various social media platforms to align with marketing strategies
- Publish content that meets the brand's communication style
- Develop a content plan and implementing social media strategies to further our brand recognition
- Growing our social following
- Stay up-to-date with the latest industry and digital trends
- Responding to customer inquiries & comments on social platforms in a timely manner
- Build relationships with the online community
- Monitor and provide feedback on engagement/conversation via social media channels to leadership
- Find new marketing and outreach opportunities to push brand image and products.
- Work with journalists and PR agencies to ensure accurate brand representation.
- To work a combination of day or evening shifts depending on the requirements

PERSON SPECIFICATION:

Essential

- Speak English and German
- Proven experience of working as a Community Manager within a professional art environment
- In-depth knowledge of Social Media platforms
- In-depth knowledge of marketing trends and techniques.
- Strong writing and verbal communication skills.
- Superb time management skills.
- Ability to multitask
- Ability to come up with new ways of doing things

- Ability to work well as part of a team and to be self motivated, work calmly under pressure and acquire new skills when needed
- Ability to accept criticism and work well under pressure
- Sensitivity and understanding
- High level of attention to detail to ensure the artistic vision of the show is consistently maintained
- Safe working practice.
- Be creative and imaginative
- Have knowledge of the fine arts
- Strong interpersonal and communication skills
- Critical-thinker and problem-solver
- To be able to use a computer and the main software packages competently
- Ability to work evenings and weekends as required

Desirable

- BA fashion design or similar relevant field
- Experience of working in non-traditional performance venues and/or in Listed Buildings
- An interest in Orakel33's work
- Sewing skills

EMPLOYMENT TERMS:

- Freelance contract
- Rate of pay: XX per day - standard 8 hour shift
- Due to the nature of this role evening and weekend work is required

NOTES TO APPLICANTS

- This is a guide to the nature of the work required. It is not wholly comprehensive and may be reviewed with the line manager from time to time.
- If you are called for an interview you will be required to sign Orakel33 Non-Disclosure Agreement in advance of the meeting.
- All applicants must be eligible to work within the EU.

HOW TO APPLY

- To apply, please submit your CV and a brief statement (maximum 1 A4) describing your suitability for the position and specifically how your experience matches the person specification.
- Applicants should provide contact details for two references and we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up 1 reference for candidates progressing to a second interview, prior to making an offer.
- Please submit your application by email, with the subject "Community Manager" to orakel33.intermedial@gmail.com by 22 pm on Sunday 12th June by email.

- Please note that candidates may be contacted prior to the closing date or the closing date extended depending on the quality of applicants.

As an Equal Opportunities Employer, Orakel33 welcomes applications from all sectors of the community, regardless of gender, age, race, sexuality or disability and makes appointments based solely on ability to fulfill the duties of the post. Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

Recruitment timeline:

- Deadline for applications: 22pm on Sunday 12th June
- First interview: Due to the urgent nature of this position we reserve the right to interview applicants at any point during the initial job posting period.
- Contract commences: As soon as possible