

Assistant, Social Media (Casual Festival Contract)

Folklorama is seeking a creative, social media savvy individual who is interested in supporting the Marketing, Communications & Engagement department for the summer of 2023. As Assistant, Social Media incumbent is directly responsible for the execution of social media plans by creating engaging content through videos, photos, editing and posting on all of Folklorama's social media platforms including during the Festival (August 6th-19th), the Kick-off (July 29th) and at the Media launch (August 3rd). Reporting to the Coordinator, Marketing, Communications & Engagement, the Assistant will also assist in filming the "Cultural Conversations" series. The position hours are evenings and weekends from July 29-August 19, 2023.

To be successful in this role, candidates should have an aptitude for problem solving, have an ability to adapt to new environments and be highly organized with a keen attention to detail. Working at times directly with our Folklorama membership and fans, the Assistant, Social Media must use their enthusiastic spirit to support and appreciate the importance of our Folklorama family.

Excellent English written and verbal communication skills are essential along with strong administrative familiarity with Facebook, Instagram, Twitter, YouTube and TikTok.

This position requires the candidate to have a valid Class 5 driver's license.

Education and Experience:

- Completion or enrolled in a post-secondary education in communications, journalism, or marketing program.
- Minimum of 1 to 2 years directly related experience

Additional required qualifications include the following skills and abilities:

- Must have excellent communications and interpersonal skills
- Superior organizational skills; detail oriented; focused and with a high level of initiative and energy
- Ability to produce high-quality work on a deadline and comfortable managing multiple projects, priorities, and deadlines.
- Experience with photo and video editing
- Creative self-starter who is comfortable taking initiative and working in collaboration
- Demonstrated ability to work effectively both independently and in a team environment

Evening and weekend work will be required. The contract pays \$20.00 per hour.



If you are interested in joining the Folklorama team as a summer intern and have the experience, education, qualities, and passion to work for one of Winnipeg's premier arts and cultural organizations, please forward a cover letter indicating where you saw this position posting, a resume and, three references by **Friday, March 17, 2023, at 5:00 pm to:**

Tanya Williams (she | her)
Director, Marketing, Communications and Engagement
Folklorama
c/o postings@folklorama.ca

Folklorama is committed to equity, diversity, and accessibility in the workplace. We strive to have a team that reflects our mission and mandate, and encourage diverse abilities, cultures, identities, languages, and perspectives. Folklorama encourages candidates to speak to this in their application. Applicants should identify if they require accommodation during the competition process on a confidential basis.

Thank you to all applicants for your interest however only those selected for an interview will be contacted.