



Social Media and Content Producer

Start Date: November 2023

18th Street Arts Center (18SAC) seeks a creative, proactive, and motivated Social Media and Content Producer (¾ time, permanent) to join its team. Reporting directly to the Director of Communications, the producer will oversee online community management and content creation for all 18SAC social and digital channels.

The ideal candidate will have a passion for storytelling, experience working in nonprofits or contemporary arts, deep working knowledge of content creation and social media best practices, and a commitment to 18SAC's mission of provoking public dialogue through contemporary art-making.

Specific Duties & Responsibilities

- Build and manage 18SAC online communities through social media channels
- Manage development and implementation of social media strategy for 18SAC
- Create and contribute content to specific digital communications channels, implementing editorial strategy and content voice and tone
- Source, create, and edit multimedia assets to be disseminated across digital communications platforms
- Coordinate logistics related to execution of social media content, including approvals
- Execute content calendar and documentation
- Evaluate how content is performing and create reports with actionable recommendations
- Liaise with stakeholders to ensure coordination and achieve goals

Required Qualifications

- Two or more years of experience in social media management; a background in the arts and/or nonprofit sector is highly preferred. A bachelor's degree in marketing, journalism, communications, or a related field is a plus, but not required.
- Understanding of social media platforms and analytics tools
- Proficiency in content creation, including copywriting, graphic design, and video editing.
- Excellent communication skills, both written and verbal, with a keen eye for detail.
- Ability to work in a fast-paced, deadline-driven environment under moderate supervision while managing multiple projects.

Nice to Have (but not required) Qualifications::

- Strong editorial judgment with the ability to create content for fun stories, as well as institutional announcements
- Familiarity with social publishing tools like Later

- A collaborative and positive team player
- Excellent communication skills and ability to pitch creative ideas

Salary Range: \$50,000 - \$53,000 depending on experience, with fully paid health benefits and a matching retirement plan.

Deadline to Apply: Applications received by October 6, 2023 will be given priority consideration. Position will remain open until filled.

To apply for the position: Please upload the following documents to our application form here: <https://app.smartsheet.com/b/form/a111fd5d1e284902bfe0831777de5954>

1. Cover letter
2. Current Resume
3. List of three professional references

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this job description describes you, then you are highly encouraged to apply for this role. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, gender, disability, religion/belief, sexual orientation or age.

About 18th Street Arts Center

18th Street Arts Center (18SAC) is a hub for artistic innovation that actively nurtures the work of contemporary artists from all disciplines at various career stages. Through our multi-tiered residency program, exhibitions and cultural resource mapping, 18SAC supports artistic creation, innovation, collaboration, and growth.

18SAC is committed to supporting artists who empower others, make equitable places of community and reimagine oppressive structures. We honor solidarity with the marginalized and disenfranchised, and work to center traditionally decentered voices with a sense of humility. 18SAC was founded in 1988 on the belief that diversity is our greatest strength as a nation. We began with a diverse group of artists seeking to create an active, multicultural, brave space for artistic exploration. Many of our founding artists were engaged in dismantling various manifestations of oppression. Thirty years later, these values remain central to our core. As an international residency center, 18SAC believes that racial, cultural, ethnic, gender, ability, sexual and language diversity in its program offerings, leadership, staff, and artists leads to greater community wellbeing and a more just, peaceful world. We work towards non-exploitative, sustainable processes and practices that reconnect us with the Earth and to one another.

18SAC is committed to sustainability, both in making business decisions and maintaining a healthy work-life balance for its employees.

18SAC is based in Santa Monica, CA. More information here: www.18thstreet.org