



## **Social Media Manager**

Permanent – Part Time (approx. 10 hours per week, mix of in-office and remote)

Compensation: \$500-\$800 monthly, based on experience

Reports to: Executive Director

### **Roles & Responsibilities**

- Manage social media for the Idaho Falls Arts Council, including related pages and accounts as required:
  - Create social media campaigns to promote events and engage our community.
  - Document and share content about Arts Council presentations, including season shows, gallery openings, educational offerings, and summer programs.
  - Work with staff and promoters/artists to develop content, update accounts, and engage with patrons and followers.
  - Ensure all content is in line with Arts Council marketing themes and contracted requirements.
  - Keep up to date with social media trends and best practices.
- Attend weekly staff meetings.
- Provide programming, sponsor, administrative, and special event support.

The Idaho Falls Arts Council's mission, in cooperation with other arts organizations, is to educate our community and enrich its quality of life by promoting, advocating, and presenting a broad spectrum of visual and performing arts in eastern Idaho. The Idaho Falls Arts Council owns and operates the Colonial Theater, Carr and Hall Galleries, the WAC Artist Studios, and ARTitorium on Broadway, and provides administrative services for the Idaho Falls Civic Center.