



SOCIAL MEDIA ASSISTANT

\$12/hour
4 hours / week
39 weeks per year
Non-work study

Paul Creative Arts Center
30 Academic Way
Durham, NH 03824-2617

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Museum.of.Art@unh.edu
www.unh.edu/moa

Work under the supervision of Education and Outreach Manager

Qualifications:

- Must have the ability to plan monthly social media content calendars one to two months in advance. Requires awareness of current and upcoming exhibitions, programs, and events at the Museum of Art. Content will be developed collaboratively with Museum of Art staff.
- Develop original content based on the Museum of Art exhibition, programs, and more, while maintaining consistent MOA branding.
- Outreach with UNH colleges, departments, institutes, student groups, clubs, and more to increase Museum of Art brand awareness and traffic across multiple platforms.
- Represents the Museum with a high level of integrity and professionalism.
- Will work the Social Media Assistant to market programs, events, and exhibitions. Must be able to collaborate and work as a team.
- Responsible, mature, and self-directed college student with good communication skills.

Required Availability

- Must schedule work in two-hour time blocks.
- All four hours of work shall be in the Museum or Museum offices.

Additional Duties:

- Work at least one shift as a Gallery Attendant while performing social media duties. Gallery Attendant responsibilities include but are not limited to:
 - Provide security for the ART exhibited in the Museum of Art by paying close attention to visitors and enforcing the established visitor rules.
 - Greet visitors, log attendance, record classes and groups visiting the Museum, conduct visitor surveys, and provide customer services—including **giving brief tours of exhibitions to members of the general public** and answering general questions.
- Assist staff members with projects as requested such as—preparing the Museum for opening receptions, setting up/breaking down chairs for programs, housekeeping issues, and trash bag removal.
- Assist with artwork installation and deinstallation under direction of Museum Staff.
- Perform other duties as requested.

Application Requirements:

Must complete the Museum of Art General Employment Application and submit a two-page writing sample.