

Costume Society Ambassadors Officer & Social Media Editor

Purpose

To lead and support the Society's team of Ambassadors and have responsibility for directing, editing and monitoring our social media in order to communicate our activities and opportunities to members and non-members to encourage their active engagement with the Society and its work.

Responsibilities:

As a direct report to the **Vice Chair (Communications)** you will be responsible for the management of the Society's **Ambassadors** and the **Blog Editor** and for the Society's social media activity. Working closely with the **News Editor (Print and Digital)** you will ensure that the members and engaged non-members are kept up to date with Society news, events, programmes and activities.

Tasks:

Recruit, manage and support Ambassadors including the mentorship initiative and ensure that social media posts are relevant, accurate and 'on message'

Deploy the Ambassadors to attend Society events and ensure that they produce social reviews of that activity

Attend Society events yourself (these may be subsidised)

Work with the News Editor to implement the editorial strategy

Manage all social media platforms

Research, review, recommend and respond to new social media opportunities

You will support the editorial calendar and develop relevant social media content to deliver it.

You will be responsible for ensuring that the Society's social media is lively, engaging, relevant accurate and well-informed and ultimately reflects its charitable purposes.

You will liaise with the **VC (Communications)** to ensure that the society is using the best social media platforms to achieve its priorities and make recommendations for any changes.

You will be a key member of the Communications team which will include the **News Editor (Print and Digital, The Blog Editor)** and the **Ambassadors** and may be asked to be asked to attend meetings of the Programme Sub-Committee (Events and Conference), liaise with the Grants and Awards team and, when required, also attend the Executive Committee. These meetings are usually held in London (3 times a year) and/or using online meeting platforms including Zoom and Microsoft Teams.

Create reports for social media analytics to ensure that the Society is investing in the correct communication activities.

Skills and Competencies:

You should be organised and used to working within a team and on your own to meet agreed deadlines and ensure that all outputs are of a high standard.

With editorial responsibilities you should have excellent communication skills attention to detail

As a content creator you should have experience of research and understand what makes a great social media post.

As you will have to be involved with a number of Society teams and individuals, and as the manager of the Ambassadors you should be have excellent interpersonal skills.

You should be comfortable with a variety of digital platforms and have experience of editing and creating content for social media.

This role attracts an honorarium