



Position Title: Digital Content Curator

Reports to: Director of First Impressions & Logistics

FLSA: Non-exempt

Hours per week -negotiable

POSITION SUMMARY

DUTIES AND RESPONSIBILITIES

The Digital Content Curator creates content for a variety of online and digital platforms with a primary focus on the interactive kiosks in the Gallery of Philanthropy located in the Robert Hett Chapman III Center for Philanthropy. The ideal candidate will have experience creating content in a highly collaborative environment.

This individual will work with the Director of First Impressions and Logistics to populate the kiosks in the Robert Hett Chapman III Center for Philanthropy with content in keeping with the engagement strategy and calendar as developed by the Foundation.

Additional duties may include, but are not limited to, assessment of digital impact for the Foundation’s website and social media, and logistics support for programming taking place within the Center.

Job-related skills:

1. Excellent verbal and written communication skills
2. Computer skills with experience with Canva, Adobe Photoshop, InDesign, Illustrator, and other digital content platforms
3. Experience creating and managing content scheduling using a digital content calendar
4. Skilled in WordPress page development and design
5. Willingness to learn new content platforms as needed to perform job duties
6. Experience creating short videos using a variety of resources
7. Experience crafting digital messages to targeted audiences
8. Experience with Social Media platforms including but not limited to Facebook, LinkedIn, Twitter, Instagram
9. Knowledge of Spartanburg County community, preferred

Professional Qualities

1. Attention to detail, organized, accurate
2. Ability to work independently/self-starter
3. Exceptional writing and editing skills
4. Ability to work independently and as part of a highly collaborative team
5. Outstanding project management skills
6. Applies ownership mentality to project management with attention to analyzing results

7. Excellent organizational, interpersonal, and oral communication skills
8. Dedication to quality and service
9. Appreciation for diverse audiences
10. Initiative, solid judgment, personal accountability, and the ability to manage multiple and complex projects to successful completion in a timely manner
11. Ability to adapt to shifting priorities

Education and Experience

Bachelor's degree (preferred), minimum 2 years digital design training or an equivalent combination of education and experience in advertising, marketing, communications, or a related industry. Interns will be considered based upon coursework completed at time of application.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit and talk or hear, type, and use strong hand/eye coordination. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to twenty pounds. Specific vision abilities required by this job include close vision.