

Part-Time Social Media & Website Assistant

MoSH

Located in Memphis, TN, MoSH (the Museum of Science and History; the Museum) is a well-established 501c3 that seeks to create a community of people who share a richer understanding of one another and the world around us. The Museum consists of MoSH Central - Pink Palace, Lichterman Nature Center, Coon Creek Science Center, and other historical properties. We inspire discovery through collecting, preserving, and interpreting the cultural histories and natural sciences that shape our region.

Join our team as we embark on an exciting phase of executing our new vision. Our museum is committed to telling our story by:

- Advocating for Authenticity – Illuminate varying perspectives and uphold accurate interpretation, without glossing over tough ideas.
- Magnifying Belonging – Building active audiences through outreach, co-creation, and participatory inclusion.
- Embodying Holistic Stories – Incorporating context and presenting lesser-known stories to portray a complete, systemic picture of the region and its history.
- Constructing Intersections – Creating welcoming common spaces that encourage serendipitous and unstructured engagement and foster meaningful interactions between diverse groups of people.

Responsibilities

The Part-Time Social Media & Website Assistant will report to the Director of Marketing & Communications and Communications Manager. Knowledge of social media content development/posting and analytics (Facebook, Instagram, YouTube and TikTok), and WordPress a must.

- Assist Communications Manager in creating and posting social media content on Facebook, Instagram, YouTube and TikTok.
- Maintain/update social media calendar
- Compile and report social media analytics monthly – reach, engagement, etc.
- Assist Marketing Director in creating, posting, managing website content using WordPress and Google Analytics
- Provide monthly website Google analytics – page views, page rankings, time on page, etc.
- Manage Google AdWords campaigns and Google My Business pages.

Range of Experience

1 – 3 Years of social media and WordPress experience

Compensation

\$15 per hour

10- 20 hours per week

Flexible schedule

Benefits - The Museum offers a full range of benefits, including health care, vacation and sick leave, 401k, and death and disability insurance for those who work 20+ hours a week. The Museum also offers life, dental and vision insurance for those who work 20+ hours a week.

To Apply

Submit one document with cover letter (providing how you learned about the position) and your resume via email to:

Bill Walsh

Director of Marketing & Communications MoSH

bill.walsh@memphistn.gov

Applications will be accepted until the position is filled. MoSH values diversity throughout our museum. In order to tell authentic, holistic stories of our region's history, culture and science, MoSH strives to create a diverse workforce to support our collections, exhibits and programming. MoSH is an Equal Opportunity Employer.

Writing samples, a short presentation, and references may be required from finalists. Academic, credit, and criminal background checks will be conducted before a final offer is made.

More information about MoSH can be found on our website at www.moshmemphis.com.