Refracted Theatre Company is seeking a Social Media Manager for their upcoming theatrical season. This is a part time remote position. The Social Media Manager will work closely with the Artistic Directors to create content for the company's Facebook, Twitter and Instagram accounts. Additionally, the Social Media Manager will be responsible for creating and managing ad campaigns run on social media platforms.

Commitment: 10 hours per month (guaranteed)
Rate: $20/hour

Key responsibilities :

- Sustaining an exciting, engaging and sustainable "brand" for the company, on social media platforms
- Developing, maintaining and updating the company's social media (Instagram, Facebook, Twitter)
- Collaborating on social media campaigns relative to company programming, upcoming productions, nationally recognized holidays and days of recognition, and ongoing partnerships, etc.
- Creating content for social posts including captions and basic design schemes
- Assessing and art designing graphic design needs for social media posts and communicating those needs to the Artistic Director and/or Graphic Designer
- Scheduling social media posts in regular interims
- Participating in the content creation for social media partnerships
- Engaging regularly with relevant social media content, whether that be news relevant to company programming, and news within the nonprofit theatre scene of Chicago
- Creating social media ad campaigns for upcoming programming, working closely with the Artistic Director to set appropriate budgetary allotments

An ideal candidate for this position is someone with the following experience (those with relative experience should still apply):

- Social Media proficiency (Twitter, Instagram and Facebook)
- Social Media Ad Management experience
- Graphic Design Experience
- Copywriting
- Creative collaboration

Pay will be $20/hr, with a guaranteed 10 hrs of work per month. Any hours above the 10 guaranteed hours may be suggested by the company and approved by the Social Media Manager, but will need to be negotiated with the company before being worked by the Social

Media Manager. Span of work hours will be discussed in a monthly meeting the week before the month begins, so that both the company and the designer can plan their hours accordingly.

Refracted Theatre Company is committed to creating an anti-racist, diverse workplace and strongly encourages BIPOC individuals, women, LGBT individuals, people with disabilities, members of ethnic minorities, and foreign-born residents to apply. Refracted is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

To Apply

Please send a cover letter and resume to admin@refractedco.com with the subject like “Social Media Manager - Application”. Please also send any relevant work samples and two references.