

## SOCIAL MEDIA MANAGER

3-month contract, full time

Start-date: July 2021

Salary: Competitive, based on experience

Based in: London office, 33 John Street WC1N 2AT

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### THE ROLE

The successful candidate will join at a time when the upcoming edition of London Design Festival (18-26 September) is in full-on production mode. The candidate will mainly manage and create assets like graphics-led images, short videos and photos for London Design Festival's (and sometimes London Design Biennale's) digital channels, including websites, social media, newsletters and online events, in collaboration with the Content, Digital, and Communications team.

The ideal candidate should have a minimum of 5 years experience working in social media marketing and be visually literate and digital-savvy with a good understanding of web technologies, as well as enjoy embracing new tools (e.g. online event platforms). They should also have good copywriting skills. Desirable: experience with Mailchimp, online paid media, Google Analytics, Keynote/Powerpoint, and Adobe Creative tools (Photoshop, InDesign, Illustrator, etc).

The role demands a candidate that has an exceptional eye for detail, is proactive and with a problem-solving mindset, and has excellent communication skills, both verbal and written.

As part of the content & digital team, you will be interacting directly with the Festival and Biennale's broad audiences and working with internal and external stakeholders including media & PR, designers, sponsors, partners, and suppliers.

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### MAIN RESPONSIBILITIES

- Execute the day to day digital and content strategy, including social media and community management on all of the Festival and Biennale's online channels
- Create static, animated, and multimedia content for social media, newsletters, and websites
- Manage website content updates
- Produce and manage online events including talks, panels, and presentations (e.g. on Zoom)
- Create and format presentations, produce bespoke content for Sponsors and Partners (Keynote / Powerpoint / InDesign)
- Reports to: Head of Content & Digital

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### APPLY

If this sounds like you, please send your CV together with a **one page cover letter** with the subject **SOCIAL MEDIA MANAGER** to: [jobs@londondesignfestival.com](mailto:jobs@londondesignfestival.com) by 29 June, 2021. Please note that applications without a cover letter won't be considered.

We look forward to hearing from you!