



# LADIES MUSICAL CLUB OF SEATTLE

<b>Job Title:</b>	Social Media Specialist/Videographer		
<b>Location:</b>	Seattle, WA area	<b>Travel Required:</b>	Yes, within 10 miles of Seattle
<b>Level/Salary Range:</b>	\$25-30/hr	<b>Position Type:</b>	10-12 hours/week
<b>HR Contact:</b>	Nicole Truesdell, n_truesdell@hotmail.com	<b>Date Posted:</b>	July 20,2020
<b>Posting Expires:</b>	Ongoing		
<b>Club Website:</b>	www.lmcseattle.org		

### Applications Accepted By:

**PLEASE EMAIL YOUR RESUME, COVER LETTER, THREE SAMPLES OF VIDEOS YOU HAVE RECORDED AND EDITED AND THREE EXAMPLES OF FACEBOOK AND/OR BLOG POSTS YOU HAVE WRITTEN TO:**

Nicole Truesdell at n\_truesdell@hotmail.com  
Subject Line: Ladies Musical Club Social Media Position

### Job Information

#### Background and Job Description:

Ladies Musical Club (LMC) is Seattle's oldest musical organization. Founded in 1891 by a group of 22 intrepid women musicians, its original mission was to foster an appreciation of classical music in the cultural life of a city that was just starting to find its identity.

Today, our mission is to foster classical music among our members and in communities in the State of Washington through education, performance and awards. Our members are passionate about classical music and dedicate countless volunteer hours to serve our community through music. We accomplish this by offering free concerts and education programs to people of all ages and diverse backgrounds throughout the community.

The LMC's most visible face is our Public Concert Series that offers over 50 free classical music concerts from October through May by LMC member-musicians and guests throughout Seattle and the Eastside. This year, we are expecting that many of our concerts will be cancelled due to the Coronavirus pandemic. In response, we are hiring a contract employee who can be both a Social Media Specialist and a Videographer who video records and edits our members' performances and creates a weekly online concert series to be broadcast on our social media channels.

In addition to creating videos for an online concert series, our Social Media Specialist will be in charge of our general social media postings. These postings feature club events, spotlight members' achievements and let our audiences know interesting historical information from our archives.

Initially, we plan to contract with our Social Media Specialist/Videographer for 3 months at 10-12 hours/week with the possibility of extending the contract through May 2021 or beyond. We have secured a hall to record our performances and our intention is to have our hire (you) record performances two days per month and then have our hire (you) edit and post the videos on a weekly basis.

As this is a newly created position, we will need our Social Media Specialist/Videographer to put methods and procedures in place for recording and posting prior to the fall season. These responsibilities include:

- Set up necessary social media accounts
- Create a cleanliness/sanitization protocol for recording days
- Create plan for social distancing and entering/exiting hall on recording days
- Test recording equipment (provided by LMC) and create sample videos for review
- Work with LMC Concerts Chair to set up how and when videos will be released
- Create template for crediting performance videos

Once the initial set-up is complete, our Social Media Specialist/Videographer will be responsible for:

- Recording days (two days a month)
  - Verifying schedule with LMC contact
  - Set up equipment prior to recording
  - Recording performances
  - Letting performers know when and how to enter the building
  - Sanitizing space between acts
  - Enforcing cleanliness/sanitization protocol
- Film Editing
  - Add titles and pertinent credit information
  - Assemble a collection of performance videos for posting
- Posting
  - Coordinate with LMC Concerts Chair on what posts should look like and when videos should be available.
  - Coordinate with LMC contact on frequency and content of general social media posts.

Social Media Specialist/Videographer is responsible for their own transportation. We will reimburse mileage.

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Excellent verbal and written communication skills
- Good at organizing and planning
- Bachelor's degree in marketing, PR, or related field
- Two years of social media management experience
- Basic video recording and editing skills
- Knowledge of producing live broadcasts for platforms such as Facebook and YouTube
- Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)

#### **PREFERRED SKILLS**

- Creative mindset and appreciation of classical music
- Ability to identify and create new community partnerships