

**Position Description**

**Position:** Web and Social Media Assistant  
**Supervisor:** Associate Director for Web and Social Media/Digital Content Producer  
**Department:** Interactive Media

**Objective:** The Interactive Media department is the online voice of the Adler Planetarium community. We manage the website, podcast, and social media spaces such as Facebook, Twitter, Flickr, and YouTube. We are also involved in the design, development, and evaluation of digital interactives. This position would entail investigation into "what's up" in space and at the Adler, and preparing communications for the public. Interactive Media assistants can also work with the public face-to-face at events such as Adler After Dark, Adler Tweetups, and evaluation of digital interactives. This position will also include opportunities to dive into social media and web metrics to evaluate performance of our online spaces.

**Responsibilities:**

Depending on interest and skill-set, volunteers may:

- Prepare posts for major Adler, sky watching, and space-related events for the Adler's Facebook and Twitter accounts. This can be done remotely.
- Make website updates through Adler's content management system. This can be done remotely.
- Populate reports that identify numbers and trends in Adler's social media websites.
- Assist with online and onsite evaluation of digital technologies
- Facilitate the social media table at events like Adler After Dark

**Qualifications:**

- Experience with social media sites like Facebook, Twitter, Flickr
- Great communication skills, both verbal and written
- Attention to detail
- A strong interest in space science is a plus!
- If volunteering for Adler After Dark, must be over 21.

**Training:** Attend a general volunteer orientation session and on the job training.

**Commitment:**

- Make a minimum commitment of 6 months.
- If volunteering for Adler After Dark, be available on the third Thursday of the month from 5:30-9:15pm