



## Digital Editorial Assistant (Part-Time, Paid)

Have the past two years turned you into a digital maven? Do you love being out in the community, participating in events, and connecting with online audiences? Do you know the recipe for a perfect social media post by heart? Are you thoughtful and deeply connected to dialogues happening within our community? *Boston Art Review* is currently seeking a Digital Editorial Assistant to assist with the production of the weekly happenings newsletter, website upkeep, and social media management.

### Breakdown of Responsibilities

#### **Drafting weekly newsletter**

Approx. 5 hours per week

- Compile and organize events on a weekly basis
- Work with editorial assistant and editor in chief to check events and plan any major news for each newsletter
- Set up Mailchimp platform with embedded events

#### **Social Media Management**

1-2 hours per week

- Draft posts (BAR news, mini reviews, community shout outs, etc.)
- Oversee existing social media accounts (Instagram and Facebook)
- Create plans for engaging with other platforms (Twitter? TikTok?)
- Work with editorial team to draft social media content that aligns with publishing schedule
- Stay abreast of news and events happening in the Boston art community in order to share relevant content with our followers
- Engage with other local social media accounts

#### **Web Management**

1 hour per week

- Work with editor-in-chief to maintain posting editorial content to the backend of our website (previous experience not required, website is managed on Wordpress.)

#### **Growth Management**

As needed

- Work with operations manager and managing editor to expand advertising and partnership options
- Monitor metrics and consider plans for strategically growing our subscribers and follower base

**Who You Are:**

- You are comfortable overseeing multiple engagement platforms and have experience representing an organization or brand on social media.
- You possess strong organizational and communication skills and have experience working between several teams.
- You are passionate about and/or interested in learning about Boston's diverse neighborhoods, scenes, and contemporary visual art community.
- You are interested in local creative communities and fostering relationships with key artists and stakeholders in Boston. You are excited at the prospect of attending events and functioning as a representative of *Boston Art Review* at events.
- You are motivated, a self-starter, and raise questions when necessary.
- All experience levels are welcome—we love working with individuals who possess experience from a range of fields and/or outside of academic institutions. Ultimately, we are searching for individuals who bring unique perspectives to our team.

Decisions will be made without regard to race, gender identity, religion, age, ability, or any other status protected by the laws or regulations in the United States. However, BIPOC+, ALAANA+, and LGBTQIA+ individuals are especially encouraged to apply.

The *BAR* team works remotely in addition to our day jobs. We will work with you to create a schedule and expectations that are feasible on a part-time basis.

Hourly compensation available.

Applications will be reviewed on a rolling basis through January 25, 2022.

Please submit a short introduction and resume to [submit@bostonartreview.com](mailto:submit@bostonartreview.com)

We are excited to meet you!