**Job title**: Social Media Coordinator

**Location**: Birmingham

**Contract:** Freelance 25 days @ £150 p/day, March - May 2025

**Deadline:** 9am Monday 24th February 2025

**Interview Date:** Wednesday 4th March 2025 on Zoom

**Start Date:** March2025, to be agreed

We recognise the value of different perspectives, backgrounds and experiences in our organisation and believe this makes our work and working environment more inclusive and exciting. We guarantee an interview for anyone who fulfils the minimum criteria for this role and is from a background that is underrepresented in the culture sector (for example you are from a community that experiences racism, you had free school meals as a child, are a disabled person or face barriers due to mental health). If you would like this to be a consideration in your application, please indicate this on the application form.

**Background**

Flatpack produces amazing events and projects that bring people together to discover something new, including the internationally acclaimed Flatpack Festival. Play and exploration are at the heart of our Birmingham-based jamboree, where film mixes with other art forms and audiences are entertained in unique ways - often in unusual spaces. The 19th edition will take place from 9 - 17 May 2025 and will include 40+ events, from short film screenings to new live scores.

**Purpose of the role**

We are looking for a Social Media Coordinator to:

a) help us spread the word about festival events through exciting and attention-grabbing social media posts

b) work with the festival team, artists and filmmakers to create social media content that engages audiences with the festival programme

**About You**

With an excellent eye for detail and understanding of what makes engaging online content, you’ll enjoy getting our audiences excited about the festival and help us capture that excitement during the event itself.

**Key Responsibilities:**

* Help plan, produce and post content for all social media channels
* Produce and deliver engaging social media content that tells the stories of the artists, works, and themes of Flatpack Festival
* Create engaging visual and written content for social media channels, newsletters and blogs
* Attend events and produce live social media content
* Respond to general queries on social media or pass on to a relevant team member
* Monitor social media engagement, tracking successes and using this to plan future content
* Encourage social media sharing via targeted email campaigns, writing social media copy and sourcing/creating appropriate visuals

**Key Skills, Experience and Characteristics**

* Excellent planning skills and attention to detail
* Good communications skills, and the ability to communicate with lots of different people
* Commitment to working with different communities and upholding Flatpack’s values and dedication to working towards being as inclusive as possible
* Some experience of using social media platforms Instagram, Facebook and YouTube
* Some experience creating short form video content for social media platforms

**Benefits**

* Up to 1 paid sick day
* Per-diems for travel and food during the festival paid in advance

**Working Hours and Environment**

You will be based in the Flatpack office in Digbeth, Birmingham and at home. During the festival you’ll work between the office and the various venues we are using. These are longer days and we’re on our feet a lot but this is where our planning comes to fruition!

As this role is event-based there will be evening and weekend work but this will be factored into your overall hours.

**How to Apply**

Please submit your completed application form and equal opportunity monitoring form by Monday 24th February, 9am.

[Application form](https://docs.google.com/forms/d/1dwnLV_yKMsMLz-M6Ljk_Dkes43e4oNKCI2J0JCtuFdk/edit) (Google form)

[Equal Opportunity Monitoring Form](https://docs.google.com/forms/d/e/1FAIpQLSflYkjFYbaYDXaJWDhrr07RNxPSYwMz-0aZ9uIkJiR-dP6ypA/viewform?usp=share_link) (Google form)