Geek Chronicles

Social Media Editors

Role Outline

Social Media Editors are responsible for keeping Geek Chronicles social media current by creating and sharing engaging posts and articles, liking comments and replying to DMs. Working closely with content writers to create content users want to see that drives traffic to the website. Tracking user interests to help set the tone of social media creating an online voice.

Requirements

Posting Content

This includes:

- Re-formatting and posting 'Geek Culture' written content with links back to website
- Managing and scheduling regular engaging posts across different platforms
- Proofreading and sense checking posts in line with house style

Managing Social Media

This includes:

- Maintenance of Geek Chronicles social media platforms
- Liking comments, reposting content, replying to DMs and building a community
- Researching trends and tracking what users analytics are
- Flagging abusive and negative comments

Prioritise Workload & Organise Time

This includes:

- Liaising with Editor, Content Writers, Website Administrators,, Proofreaders & Team Leaders
- Breaking down the project and planning required tasks
- Prioritising tasks in order of importance

Contribute to Content Idea Generation

This includes:

- Meeting regularly via Microsoft Teams
- Researching and originating ideas

Skills

Interest and knowledge of 'Geek Culture'. Adept with social media platforms. Good research acumen. Being a team player & self starter. Managing & organising your own time & workload.