

# BURLYCON

## BurlyCon Position Description

**Job Title:** Social Media Scheduler

**Department:** Media

**Reports to:** Content Manager

**Position type:** Volunteer

**Time Commitment:** The time commitment is year-round, generally 80 hours in a calendar year + meetings and the convention, if attending. This position will require more hours during at least the first year of implementation. BurlyCon is open to adding volunteers to help with duties if the time commitment goes beyond the availability of the person in this volunteer position or 80 hours + meetings, whichever is greater.

### About BurlyCon

Burlycon is a community-oriented nonprofit organization dedicated to education and the growth of the burlesque community. We provide various resources, workshops, and events to support and enhance the skills and creativity of performers and enthusiasts alike.

### Position Overview

As our Social Media Scheduler, you will be responsible for sharing our message with the masses! Working with our graphic designers, copywriters & Content Manager, your role is to bring all the pieces together and post it out to the world.

### Key Responsibilities

- Review social media content calendar with Content Manager
- Schedule content in Meta Business Suite, check for content adjustments needed and request changes to the Graphic Design team
- Once content is posted, review and audit posts for additional tasks such as tagging collaborators, adding links and locations, and other changes as needed
- Review and report on analytics
- Collaborate with Media committee to build a social media calendar for the organization

### Qualifications

- Experience building and scheduling social media posts on Meta Business Suite and reviewing and reporting on analytics
- Have familiarity with or willing to learn TikTok, YouTube, BlueSky, Threads and Discord
- Ability to work independently
- Works well with a remote team
- Organizational and time-management skills
- Ability to meet deadlines or let committee members know if help is needed

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## Requirements

- This position will require more hours during at least the first year of implementation. Volunteer at least 80 work hours in a calendar year + meetings
- Must use organizational email, Google Suite, and other organization approved technology, as needed
- Have Facebook and Instagram apps on phone and other devices
- Schedule and maintain monthly meetings with Content Manager
- Attend all committee meetings. If unable to attend, volunteer must notify the Committee Chair in advance to ensure proper communication and continuity in their responsibilities
- Since this role is not required at the convention, if a volunteer in this role wants to attend the convention, they are expected to work 8 hours of volunteer time during the convention

## Benefits

- Opportunity to contribute to the burlesque community
- Recognition and appreciation for the valuable role played in supporting the organization's commitment to the burlesque community
- Build applicable experience

## Compensation

- In-Person convention pass, if you are attending
- ¼ of a shared hotel room at in-person convention with other committee members. For volunteer roles that are not required at the convention, we kindly ask you to contribute 8 hours of convention volunteer time in order to receive the above hotel accommodation
- Convention class photo and BIPOC Community photos, as applicable to attendees and attending members of the BIPOC community
- Access to virtual course content as available to the committee
- Convention class photo and BIPOC Community photos, as applicable to attendees and attending members of the BIPOC community

## Application Process

To apply, please send your resume that includes your relevant experience and your social media handles to [hr@burlycon.org](mailto:hr@burlycon.org). We do not judge your resume design, so please don't get hung up on that. Seriously, it's cool. Applications will be reviewed on a rolling basis until the position is filled.

Burlycon is committed to creating an inclusive environment for all employees and encourages applications from all qualified individuals regardless of age, color, sex, disability, national origin, race, religion, or veteran status.