



## **Volunteer Digital Communications Mini-Boss**

**Job Title:** Volunteer Digital Communications Mini-Boss

**Responsible to:** Social Media Boss

We are looking for an enthusiastic and pro-active nerd to support our digital communications work. This is a great opportunity for the right person to develop their digital communication experience working as part of a friendly global community of nerds running a successful and well-established event series.

You will write and produce content for Nerd Nite London's social media channels and website. We are also interested in ideas of how we can creatively use other parts of the internet to reach more nerds.

You will be organised, enthusiastic and have a demonstrable interest in digital communications, science communication, a love of all things nerdy and a rational fear of our future robot overlords.

We see this as a developmental role- we want you to contribute ideas for how to improve Nerd Nite London and to give you opportunities that will allow you to develop your skills.

You'll be a key part of the friendly nerd nite team, and we'd love to involve you in other aspects of the event that interest you.

### **Main duties and responsibilities**

#### Facebook

At a minimum:

- Posting approximately 3 times a week content that you think will interest London's nerds.
- In the run up to events (i.e. two weeks before tickets go on sale) posting stuff relevant to that month's topics, and using that as a way of promoting the event
- Promoting the event when tickets go on sale
- Thanking speakers and audience after each event.

Nerd Nite London



@nerdnitelondon



facebook.com/nerdnitelondon

www.london.nerdnite.com



In our dream perfect world we'd love to get more interaction and engagement with people on Facebook- conversations about topics of interest etc... We'd love to hear your ideas of how you might do this, and how we can help.

### Twitter

Our Facebook posts are automatically linked to our Twitter feed. In addition, we'd love it if you could:

At a minimum

- get twitter chats started with speakers for upcoming events
- promote the events
- thank speakers & audience after the event

In our dream perfect world we'd love more chat with celebrity nerds on stuff they're posting about- e.g. Brian Cox, Mary Beard, Rob Ince, etc.

### Person Specification

- Either currently studying at degree level, educated to degree level or equivalent
- Experience of or interest in working on digital communications in a personal or professional capacity
- Excellent writing skills- able to write in concise, error-free English
- Strong communication and interpersonal skills- able to articulate clearly verbally and in writing to a variety of people at all levels
- Good attention to detail
- Conversant in, and enthusiastic about, using social medial platforms
- Ability to work independently and as part of a team
- Motivated, proactive, well-organised, reliable and willing to work independently
- Passionately nerdy

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## Remuneration

Nerd Nite London is a not-for-profit organisation. All nerd nite bosses donate their time, and all proceeds from our events are donated to charity. We are therefore not able to remunerate you financially for this post. However, we can offer you 2 free tickets to each event, with free drinks for you all evening.

## How to apply

If you think this role is for you, please email us ([london@nerdnite.com](mailto:london@nerdnite.com)) with a short description of why you're interested, and some example tweets and Facebook posts, suggestions of which celebrity nerds you'd engage with on twitter, and ideas of how to make our Facebook page more interactive. If we like your ideas, we'll arrange a time to meet in person in a pub somewhere in Central London for a chat about the role.

**Deadline:** Please submit your application by 10am on Thursday April 7<sup>th</sup>.

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