

Shakespeare Association of America: Part-time Digital and Social Media Intern

The SAA is looking for a member to serve in a paid, part-time capacity as the organization's Digital and Social Media management intern. Successful candidates will demonstrate:

- A high level of communications skills
- Knowledge and experience of social media platforms and trends
- Knowledge and experience of website creation and development; copywriting
- Knowledge and understanding of online safety codes and measures
- People skills: diplomacy and tact

A Bachelor's degree in digital, media studies, or English with some further training in digital and/or media studies is preferred.

The Digital and Social Media intern will liaise with the SAA staff and Board of Trustees to accomplish the following:

1. Oversee SAA social media posts, campaigns and digital communication with the membership, in consultation with the Exec Director and the Board where appropriate
2. Refresh and develop the SAA website and maintain monthly web performance reports
3. Support the development of our web research and teaching resources
4. Support the operations for SAA online events between annual meetings
5. Provide research and technical support for the Exec Director for conferencing options and online presence for annual meetings

We anticipate that this internship will require approximately 10 hours per week, and will be compensated with a monthly stipend of \$750. Candidates should forward a letter of application, resume, and list of three references to shakespeare@olemiss.edu; please use the subject line "Social Media Internship." The search will remain open until a successful appointment is made.