

JOB ANNOUNCEMENT

Organization: National Museum of Women in the Arts
Position: Digital Engagement Assistant
Type and Duration: Part-Time/Temporary; 1 year
Department: Digital Engagement

POSITION SUMMARY:

The Digital Engagement Assistant is a temporary, part-time (20 hours per week) position that provides support to colleagues in the Digital Engagement department. The position is part of a grant-funded initiative that leverages the museum's high-profile #5WomenArtists social media campaign; this project will enhance the museum's visibility as the organization embarks on a major building renovation in fall 2021. Primary duties involve securing image rights for online use, assisting with social media and website updates, and providing administrative support for the department.

This part-time, temporary position will support the museum's Digital Engagement department for an approximate duration of 12 months. This position carries the possibility of further extensions.

RESPONSIBILITIES:

- Coordinate online image rights, including auditing current image rights system and securing rights for online use
- Create an updated system for online image rights, maintaining fee schedules and contracts
- Work with artists, clearing houses, estates, institutions on agreements to secure and update online image rights
- Collaborate interdepartmentally to upload digital assets to DAMS following established guidelines and update image rights procedures
- Assist with the #5WomenArtists initiative, including researching partner organizations and coordination for the 2022 campaign
- Assist with coordination of NMWA's social media platforms, including updating social media tracking spreadsheets and editorial calendar, drafting social media copy, creating graphics in Canva, and organizing user-generated content
- Manage the In Your Region section of the website, researching and updating the section with new events and exhibitions
- Help with online accessibility, including drafting alt text and user testing
- Make basic updates on the website as needed, including editing pages and formatting content
- Participate in other digital projects and provide support as needed
- Work on other duties as assigned

QUALIFICATIONS:

This position requires candidates with an undergraduate degree and a minimum of two years of relevant experience. Familiarity with image rights, web, social media, and digital strategy is preferred. The successful candidate will demonstrate the following skills/experience:

- Ability to work as part of a team and independently, think creatively, and take initiative
- Creative, optimistic, energetic, organized, and self-motivated
- Strong project management skills
- Knowledge of securing image rights for online use and related best practices
- Knowledge of social media channels (especially Facebook, Instagram, Twitter, and YouTube) and related best practices and comfort posting to these platforms
- Passion for the visual arts and advocacy for women
- Familiarity with Canva and Adobe Creative Suite, especially Photoshop (preferred)
- Familiarity with web content management systems (Wordpress) (preferred)

SALARY:

The salary for this position is \$18-20 per hour.

Please submit applications by emailing cover letter and résumé to HR@nmwa.org. Successful candidates will be subject to reference and background checks. The National Museum of Women in the Arts is an equal opportunity employer.

The National Museum of Women in the Arts ([NMWA](#)) is the only major museum in the world solely dedicated to championing women through the arts. With its collections, exhibitions, programs, and online content, the museum inspires dynamic exchanges about art and ideas; advocates for better representation of women artists; and serves as a vital center for thought leadership, community engagement, and social change.