

Social Media Channel Coordinator for LMT Multimedia, the Lamplighters Music Theatre online brand

Works with the Patreon Manager (Sabrina Romero-Wilson) to support and drive traffic to monthly programming, and to build online community. Part of the full Marketing team, which also includes the Business Manager (Kissa Mercado) and Executive Director (Cheryl Blalock).

1. Create and schedule branded weekly posts across all utilized social media channels:
 - a. Very active:
 - i. YouTube
 - ii. Instagram
 - iii. FaceBook
 - b. Less active:
 - i. Twitter
 - ii. Pinterest
 - iii. TikTok
2. Utilize appropriate tools for scheduling (currently later.com or other, and linktree)
3. Coordinate production team for monthly streams of LMT Multimedia's productions
 - a. Invite and oversee schedule for video editor and caption team
 - b. Invite and provide team generated script to voice over artist and stream hosts for each monthly production
 - c. Meet with Patreon Manager to coordinate postings for Marketing or special topics along with the stream posts
 - d. Meet monthly with full Marketing team to coordinate posts and messaging with eBlasts produced by the rest of the team
 - e. Work with Orchestra Contractor (Norman Peck) for orchestra lists for streams
 - f. Create credit roll from orchestra lists and programs
 - g. Write YouTube text, provide to Stream Manager (usually Nicholas Dahlman)
 - h. Receive YouTube link from Stream Manager, create branded links for day-of stream and the transition to 30 day on-demand streaming for Patreon
4. Respond to Social Media comments, reviewing regularly and real time during the monthly stream (generally third Sunday of the month, afternoon)
5. Set up and manage backstage Zoom for monthly streams
6. Attend monthly LMT staff meeting (usually Monday afternoons, 2hours)

Approximate time requirements: averages 10 hours per week, some more and some less

Compensation: \$1000 per month

Independent contractor

Can be primarily remote but needs to be in Pacific time zone

Interested parties please send letter and resume to jobs@lamplighters.org