

Social Media Executive

Where: Remote

Job Type: Part time – 10 hours a week, split over 2 days

(with possibility to increase)

Salary: £24,000 per annum, pro-rata

The Role:

Lume Books are excited to announce they are looking for a part-time Social Media Executive. This is an excellent opportunity for someone who wants to develop as a social media specialist in a small organisation. This role will be based remotely from home.

You will be responsible for:

- Building and maintaining digital communities across key social media networks, Twitter, Facebook, Instagram, via Later
- Writing and editing compelling, high-quality social media content
- Developing and maintaining a social media calendar, updating the calendar with relevant cultural events and significant information
- Selecting key titles for promotion from our extensive list
- Working with internal designers to create original content
- Researching and understanding the brand, voice and tone of Lume Books

You will have the following skills:

- A keen and proven interest in social media, digital marketing and books
- A good understanding of cross-posting using social media management programs
- An enthusiastic and positive nature
- A strong storyteller with excellent written and verbal communication skills, comfortable at writing copy for all social channels
- Highly organized with an obsessive attention to detail

Send CV and short cover letter to rebecca@lumebooks.co.uk

Closing date: 15th January 2021