



AustMS Social Media & News Coordinator

Context

The Society has a website allowing content management by stakeholders (Secretary, SIGS, office bearers, committees, etc). This, along with Twitter, Facebook & LinkedIn, creates the opportunity for a vastly improved online presence. This is a critical vehicle for servicing our membership and outreach to new members and the public at large.

Human leadership and effective processes are vital for online success. We are seeking a person with a maths PhD, web and social media skills, preferably with experience in news curation. This role will service the Society's social media stakeholders, the website content management group, conference, workshop and event organisers as well as curate national and international news feeds for the website. The SM&NC will work closely with the webmaster and report to a nominated member of the Society's Executive or wider Steering Committee.

Reporting & Review

The role will be reviewed quarterly for the first year and then at intervals to be determined by Steering Committee. The SM&NC will provide an annual written report to Council via the SC.

Hours & Remuneration

It's proposed that the role take around 2.5 hours per week over the first year but this will be closely logged and kept under review over the first 6 months. The hourly rate will be that of a casual academic with PhD performing "Other Academic Duties" or similar. This amounts to 5 hours per week per semester for a 24 week teaching year. Payment could be made directly or through an employer's payroll system.

Duties

Policy formulation for social media and news items across all platforms, liaising with Equity, Diversity and Inclusion Committee and feeding to Steering Committee, other committees and Council.

Identification of news sources, for example,

- Quanta magazine & similar
- Sister & cognate societies and peak bodies
- BBC/NY Times/Guardian etc
- Reputable online sites

Online Promotion of Society programs (eg Lift-Off and travel fellowships, workshop grants, prizes, etc).

Watching brief on news sources and on our social media sites.

News content management on web site (lead) and social media.

Collate AustMS e-News and distribute to members monthly.

Liaise with webmaster, Molly Patton (developer), FB & Twitter custodians.

Active membership of website content management group; provide advice to group members on presentation of relevant content.

Liaise with Gazette editors and institutional correspondents.

Necessary: Working facility with WordPress.

Desirable: preparation of Society media releases.

Desirable: provide occasional WordPress advice to website contributors.

Applications

Applications should be emailed to Aidan Sims, AustMS vice-president, at

vice-president@austms.org.au .

Applicants should include a CV and a PDF addressing the Duty Statement above.

Applications close on Wednesday February 22nd, 2022.

Aidan Sims FAustMS

AustMS Vice-President

February 2022