JOB APPLICATION
Community Manager for European Projects

Fab Lab Barcelona is part of the Institute for Advanced Architecture of Catalonia, where it supports different educational and research programs related to the multiple scales of the human habitat. It engages in European research across multiple lines of enquiry including design, distributed manufacturing, cities and culture.

Main Responsibilities:
- Develop the content plan for social media accounts of the project: Facebook Page, LinkedIn, Instagram and Twitter.
- Curation of newsletters
- Develop and manage a content calendar to disseminate blog and content on social platforms.
- Design posts for the social media accounts using the provided templates.
- Analyse the results and engagement of the social media platforms and provide reports.
- Manage community platform members, providing them with tools and support to communicate through social media when necessary.
- Support writing and publishing blog posts on the website of the projects.
- Manage the events on the website.
- Encourage and support the team members to publish content about their activities on the website and social media accounts.
- Availability to travel to events locally and communicate them through all of the social media channels.

Competences (Experience, Knowledge and Skills):
- Experience working with Fab Lab technologies and processes
- Good knowledge of social media platforms and proven ability to use them for strategic goals
- Graphic design - above basic level
- Copywriting - advanced level
- Advanced and well evidenced community building skills
- Photography skills - mid level

Specific Requirements:
- A working permit for Spain.
- English Mother tongue, Spanish and Catalan is a plus – other languages are a bonus.
- Bachelor in Arts, Design, Architecture or related field.
- Master in Design with specialisation in emergent technologies a plus
- Knowledge in the field of innovation, new technologies, Fab Lab practices and sociocultural domain is a must

CONTRACT DETAILS

- Part time position (20 h week, from Monday to Friday) based in Barcelona but available remotely.
- Date of start: October 2020
- Salary: 9K per annum.

DEADLINE AND APPLICATIONS SUBMISSION

The application period will close on 24th of September, 2020.

Send your CV with a list of scientific publications, documents required in the general basis and a Cover Letter to **secretary@iaac.net** with this subject: "**JOB APPLICATION – COMMUNITY MANAGER**".

The selection process will be carried out in: https://iaac.net/eu-projects-job-offers/

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