



Position Title: Social Media Coordinator
Department: Communications
Location: Spring Green, WI (virtual opportunity)
Category: Volunteer

Taliesin Preservation, Inc. (TPI) is a Wisconsin 501(c)(3) founded in 1990. As stewards, TPI's dual mission is to preserve the cultural, built and natural environments that comprise the Taliesin property in Spring Green, Wisconsin, and to conduct public educational and cultural programming that provides a greater understanding of Frank Lloyd Wright's architecture and ideas. To learn more about our work, please visit www.taliesinpreservation.org.

Volunteer Position Summary:

The Social Media Coordinator works closely with the Communications Manager and department heads to create, proof and schedule content for Taliesin Preservation's social media accounts to engage the public, strengthen online presence, and contribute to increasing overall reach and program awareness.

Tasks May Include:

- Assisting managers in proofing and scheduling content;
- Overseeing Twitter and LinkedIn accounts;
- Creating Facebook and Instagram stories;
- Posting and scheduling items sent by the Communications Manager.

Time Commitment:

- Volunteers will be asked to complete a one hour onboarding session with our Communications Manager (may be broken up);
- Account monitoring and maintenance will involve 2-3 hours per week;
- This work can be completed remotely;
- Some elements may require that the volunteer possess their own equipment and/or software.

Preferred Qualifications:

- Experience with business social media accounts;
- An understanding of different types of marketing and communications media including electronic and social media;
- Ability to work with limited supervision;
- Detail oriented with strong attention to detail;
- Effective communicator with strong writing skills;
- Preference will be given to individuals with a knowledge of the life and work of Frank Lloyd Wright, Taliesin, and the Taliesin Fellowship.