

UWM Planetarium Communications Associate

The UWM Planetarium is seeking a **Communications Associate** to help coordinate and manage publicity for our events. The ideal candidate will have experience writing and creating social media content and managing social media accounts, excellent interpersonal and writing skills, and be creative and attentive to details. This paid position (\$12-14/hour depending on experience) is open to **current UWM students**. The commitment is for 15-20 hours a week.

Responsibilities:

- Write and create social media content for Facebook, Instagram, and Twitter
- Manage social media accounts and calendar
- Communicate with community contacts to cross promote our programs
- Submit events to local news organizations and other community calendars
- Communicate & coordinate with other staff and departments both on and off campus
- Propose ways to increase the planetarium's visibility both on and off campus
- Attend weekly meetings and give project updates

Qualifications & Experience

Minimum Qualifications & Experience:

- Experience creating content for and managing social media platforms, including Facebook, Instagram, and Twitter
- Copywriting skills: please bring samples of personal/informal and academic writing
- Excellent communication and interpersonal skills
- Excellent independent time management and organizational skills
- Self-motivated and good at following up with projects and issues
- Experience collaborating in a team environment and coordinating teamwork
- Available for weekly staff meetings
- Interest in astronomy and education

Highly Preferred:

- Experience using Slack or similar communication platforms
- Customer service experience
- Experience with event planning
- Proficiency with MacOS
- Interest and experience creating content for TikTok and Instagram Stories

Interested candidates should send a resume, cover letter, and samples of relevant work to Dr. Jean Creighton at planetarium@uwm.edu.