

Legacy Museum Associate/Digital Content Creator
Tuskegee University

Direct Link: <https://www.AcademicKeys.com/r?job=149836>

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Posted Nov. 18, 2020, set to expire Mar. 20, 2021

Job Title	Legacy Museum Associate/Digital Content Creator
Department	
Institution	Tuskegee University Tuskegee, Alabama
Date Posted	Nov. 18, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology Curatorial/Archival
Job Website	https://www.tuskegee.edu/discover-tu/human-resources/staff-positions/legacy-museum-associatedigital-content-creator

Apply By Email

Job Description

Position Summary

In keeping with the President's commitment to Tuskegee University demonstrating "Excellence in Every Way," the ideal Legacy Museum Associate/Digital Content Creator will be able to assist in the daily operations and management of the Legacy Museum and in alignment with the Office of the President.

Essential Job Duties and Responsibilities

Develop, implement and transform The Legacy Museum's actual Collections and Exhibitions content to digital formats to help engage and educate audiences about bioethics, public health and the visual arts. Assist the Legacy Museum curator and the Collections Manager/Educator with the creation,

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development, and management of all internal and external web sites, social media channels, and video.

Prepare and engage in real-time Live Streams

Responsible for concept, development and execution (Pre-production, production, and post-production) of video content to support Legacy Museum

Work with all constituencies of the Legacy Museum, students, faculty, administration, alumni and staff to move people to ongoing engagement.

Periodically and systematically evaluate the usage statistics associated with social media and reports findings to Curator of Legacy Museum for evaluation and future planning

Perform all other duties as assigned.

Qualifications

Must have a bachelor's degree in computer science, programming, or a related field.

Must be able to program a TEMI robot www.robotemi.com

Desired 1-3 years museum experience

1-3 years' experience creating content, managing social media, and/or writing email for an organization, or company.

Strong writing and organization skills.

Positive attitude and strong team player

Strong attention to detail.

Ability to work in a fast-paced, shifting environment and produce solid rapid response content.

Adobe Suite knowledge / Graphic design experience.

Experience in HTML/CSS, (Hypertext Markup Language/Cascading Style Sheets).

Must pass a writing test

Salary

Commensurate with education, training and experience

The statements contained in this job announcement reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered as an all-inclusive listing of work requirements.

Applications

Applications are available at the following link:

<https://www.tuskegee.edu/Content/Uploads/Tuskegee/files/HR/Fillable-TU-EMPLOYMENT-APPLICATION.pdf>.



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Each applicant, including all current/existing employees, must complete and submit a Tuskegee University employment application, resume/CV, a list of 3 to 5 references with detailed contact information. Copies of unofficial transcripts must also be submitted (official transcript(s) will be required upon hire). Applicants must meet the minimum qualifications and submit a completed application packet for consideration of the position. The University reserves the right not to fill the position in the event of budgetary or operational constraints.

Completed applications may be mailed or submitted electronically to:

Office of Human Resources

Attn: Employment/Recruitment

1200 West Montgomery Road

101 Kresge Center

Tuskegee University

Tuskegee, Alabama 36088

Email Address: employment@tuskegee.edu Fax: 334-724-4319

Equal Employment Opportunity Employer-Male/Female/Veteran/Disabled

Federal law requires identity and employment eligibility verifications on Form I-9 within three (3) business days of employment.

Must be able to pass a drug screen and background check.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact