



London, 1 February 2021,

## Job Description and Person Specification

### The Urban Transcripts Journal

## Social Media Manager

Remote

5 hours per week

Voluntary position

### **Deadline for the reception of applications**

Monday 15 March 2021, 17:00 London time

### **sections**

1. The Urban Transcripts Journal
2. Job description
3. Person Specification
4. Notes on applying

# 1. The Urban Transcripts Journal

The Urban Transcripts Journal is an editorially independent, not-for-profit, open-access publication, published by Urban Transcripts, its parent organisation, itself an international network of experts on the city. Online and published quarterly, it aims to unravel the complexity of the city through a synergy of verbal and visual content. Our core mission is to advance a multitude of knowledge on the city, formulated through creative media, research inquiry, urban design and planning practice. We are particularly committed to promoting original work by young researchers, professionals, and creatives, including postgraduate and PhD students. Beyond the traditional article we publish work in a variety of formats and media, bringing together theory and practice in a creative, analytical, and critical discourse on the city: an urban transcript where the arts and the sciences of the city complement and confront one-another.

We launched The Urban Transcripts Journal a bit more than 3 years ago as an independent, not-for-profit, open-access publication. Since then we have published 9 issues, with contributions from authors around the world, including peer-reviewed research, work in visual arts and creative writing, activist and community voices. We are driven by a vision of a free and open exchange of knowledge and ideas responding to the great challenges our cities are facing; a discourse on the city created by the strength of a diversity of perspectives from the Global North and the Global South.

The journal relies on the voluntary work of an international team of editors, editorial board members and reviewers, whose voluntary but unwavering commitment makes each issue possible. Our readers from around the world have free access to all of our published content. The entirety of our archive is online, free and open-access and planned to remain so. Our contributors from around the world are able to submit and publish their work without being limited by submission fees.

The journal is open to submissions of original as well as previously published work which explores the multiple facets of our urban world. We welcome submissions of work for publication in response to one of our regular calls as well as work relevant to the journal's broader agenda.

Read us at: <http://journal.urbantranscripts.org>

## 2. Job description

We are looking for a partner who shares our exhaustive curiosity about the urban world to join us as the Social Media Manager of The Urban Transcripts Journal and lead the management and implementation of the journal's audience development and engagement strategy via our social media channels. You will be helping us reach to and actively engage with more readers and contributors across the world, including scholars, practitioners, artists and activists. This is an excellent opportunity to join the team of an innovative journal on the city and shape its success and future development.

### **Overall objective**

The development, management, and implementation of the journal's audience development and engagement strategy; expanding the journal's global community of readers and contributors and increasing its engagement.

### **Duties and responsibilities**

1. Managing the communication and promotion of content via social media channels.
2. Interacting with online communities.
3. Preparing and scheduling the publication of social media content across different channels using scheduling tools, e.g., Later.
4. Creating and implementing campaigns for each issue and call for submissions.
5. Planning and implementing an audience development and engagement strategy, including editing of communication material, building of partnerships and networks, preparation and delivery of communication plans.
6. Monitoring and evaluating the journal's audience development and engagement strategy using key indicators and metrics; adapting and improving accordingly.
7. Other duties and responsibilities which may arise in order to achieve the overall objective.

### **Key contacts**

The Social Media Manager will be reporting to the Managing Editor and will be working closely with the Editor-in-Chief and the Publishing Editor.

### **Workload**

Workload is organised around the publishing cycle of the journal with busier periods closer to each issue's publishing date. It is estimated at an average of 5 hours per week.

### **Location**

The position is not office-bound and we are happy to have anyone from any corner of the world join our team. Team members working on The Urban Transcripts Journal are currently based in London and Berlin. Currently all meetings are taking place on-line. In the future, when possible, we would be keen to organise in-person meetings.

### **Remuneration**

This is an unpaid position.

### 3. Person specification

This post will suit an energetic networker and community builder keen to contribute to open-access publishing with their management and strategy skills.

#### Essential skills

1. Excellent networking, team collaboration and interpersonal skills, particularly in a remote working environment.
2. An interest in cities and urban development.
3. Excellent organisational and project-planning skills.
4. Ability to develop long-term strategies and connect them to day-to-day activities.
5. Highly proactive attitude, willingness to take initiative.
6. Social media management skills.
7. Excellent written and visual communication skills.
8. Meticulous attention to detail.
9. Proficient in spoken and written English.

#### Desirable experience

10. Online community development and management experience.

### 4. Notes on applying

To apply for this post please send a cover letter accompanied by your CV to:  
**jobs@urbantranscripts.org**.

Deadline for the reception of applications:

**Monday 15 March 2021, 17:00 London time**

Interviews for shortlisted applicants will be held online 29-31 March 2021.

For further enquiries please contact Yiorgos Papamanousakis at [yiorgos@urbantranscripts.org](mailto:yiorgos@urbantranscripts.org).