



WEBSITE ADMINISTRATOR SOCIAL MEDIA CORRESPONDENT

The Cultural Literacy in Europe forum [CLE: <https://cleurope.eu/>] is looking for a new Web administrator and Social Media correspondent.

Besides having an interest in the work of CLE, you should be an experienced user of WordPress, Facebook and Twitter. You should also have experience with administrating mailing lists, Google drive and, ideally, conference management systems.

You will be in charge of

- Web administration (currently free Wordpress site) including creation and management of web forms (currently free Wordpress plugin), regular updates of the site to reflect the growing membership of the forum as well as events and activities.
- Liaison with server admin (Wordpress site hosted by ADHO infrastructure via partnership with EADH), domain name provider and conference management system admin (for a past conference we used ConfTool).
- Administration of mailing list (currently hosted by ADHO server).
- Managing the CLE Twitter and Facebook accounts and post regularly about CLE-related events and issues (i.e. at least once a week at normal times and at least once a day in the run-up to important deadlines, events and conferences).
- Managing the CLE google drive: providing guidelines for members of the CLE Core Group who are not familiar with it, setting up shared docs/ spreadsheets, archive and administrate CLE's documentation.

The role would be suitable for a graduate student or early career researcher with an enthusiasm for cultural literacy. The successful candidate will take up the role on 10 March 2019, or earlier if possible. CLE will pay a fee of £800 per annum.

How to apply

Please send your name, affiliation if any, & a statement of max 500 words to n.segal@bbk.ac.uk, by the deadline of **12 noon (UK time) on Wednesday 6 March 2019**. The statement should outline your previous experience as well as your interest in cultural literacy.