



Digital Content Freelancer: Creative Dundee

Contract value: £5,000 Freelance Contract

Contract period: 40 days until 31st March 2021 (£125 per day)

About Creative Dundee:

Creative Dundee supports creative talent to base, grow and sustain their practice in and around Dundee, by connecting and amplifying the city's creativity.

We lead projects that generate local, national and international opportunities for people and the city – we exist to support the its strong creative ecology. Our digital work encompasses a regular showcase of Dundee's creative scene on [our website](#) through news, announcements and original features like [Split Screen](#), [Spotlight](#) and [Guest Blogs](#). We have created and continue to host an [archive of all Pecha Kucha Night Dundee talks](#) since 2011 as well as content from 12 years of creative life in the city. Our social media presence across [Twitter](#), [Facebook](#) and [Instagram](#) has a significant following in the city and provides a regular source of information, inspiration and thoughtful engagement.

Creative Dundee is part of Creative Scotland's Regularly Funded Organisation network, which supports our ambitious programme of work over three years, from 2018 – 2021. As we expand some of our activities and outcomes, extending the role of our Digital Producer, the Digital Content Freelancer will be an important part of maintaining the weekly activities across our social media channels.

More details about Creative Dundee's work, team and background can be found on our website: www.creativedundee.com/about

The Digital Content Freelancer will work with us to:

- Source content for our active online community that champions the local creative industries and cultural sector to local and global audiences, to be posted on our website [\[example\]](#) and social media, making sure that all featured content is up to date.
- Scheduling posts on social media channels, including Facebook and Twitter audiences of over 20,000+ followers, for the week ahead.
- Assist the Digital Producer in creating the monthly news mail outs for our audience of 2,000+ subscribers to showcase creative news, activities and events in the city.
- Create and post engaging content that promotes Creative Dundee's own projects such as the new Creative Sharing Scheme, Amps Network, Pecha Kucha Night Dundee video archive and much more.

Skills Required:

- Ability to communicate clearly in writing.
- Strong attention to detail and excellent organisational skills.
- Ability to work well independently and as part of a team, within agreed deadlines.
- Experience with Social Media in a professional context and general understanding of scheduling tools.
- General understanding of the creative and cultural sectors in Dundee.
- Enthusiastic, people-focused and self-motivated.

Contract period:

Please note this is a contract for self-employed services and is not an employed role. The contract will start as soon as the Digital Content Freelancer has been appointed. This contract will require approx 1 day per week commitment at a day rate of £125 up to 31 March 2021.

Location:

The team is based in Dundee, currently working from home due to COVID-19. There is a desk space available which the contractor can use when office work resumes, located in central Dundee. This contract requires you to have your own device, such as a laptop.

Application Process:

Applicants should send a CV and Cover Letter outlining relevant experience to Creative Dundee's Digital Producer, Sam Gonçalves: sam@creativedundee.com

Creative Dundee is committed to being an equal opportunities organisation and welcomes all applications for consideration. We also want to make sure that process barriers do not get in the way of applicants, so if you have any accessibility needs in regards to any parts of this process (or want to discuss alternative ways to show your skills and relevant experience), please get in touch.

Deadline: 5pm, Wednesday 26 August 2020.

Informal conversation: Expected to take place online on the afternoon of 1 September 2020.

Contract dates: Preferred start date: 7 September 2020, with contract completion: 31 March 2021.