

# Digital Media manager, *Down to the Struts* podcast

Join the small, supportive and collaborative team creating *Down to the Struts*, a podcast about disability, design, and intersectionality, where we uncover the building blocks for a more just, inclusive, and accessible world. This is a chance to grow the digital profile and audience of this fantastic podcast.

This is a part-time, remote role with flexible hours. You will be expected to be available for a debrief/planning meeting on Zoom following each season (meetings are held approximately twice per year), and to upload episodes and send newsletters in time with the production schedule. *Down to the Struts* host, Qudsiya Naqui, is also available to communicate about projects via WhatsApp, text, email, virtual meeting, or any other preferred method of communication.

## The digital manager is responsible for:

- Uploading podcast episodes every two weeks to Spotify and the Down to the Struts website during the season.
- Keeping the Squarespace website up to date.
- Promoting episodes and podcast generally on social media, including LinkedIn, Bluesky, and Substack
- Uploading the podcast archive and new episodes to YouTube.
- Proposing and executing new ideas for online promotion to expand our digital footprint.
- Creating graphics or other content to share on social media.
- Editing and posting the monthly *Getting Down to It* newsletter on Substack.
- Creating and building other Substack content as and when needed.
- Collaborating with the host on other digital media projects as needed.

## You should have:

- Experience in communications, marketing, social media or other digital management for a publisher, non-profit, or similar outlet (podcast-specific experience is not required, but welcome!)
- Familiarity with Squarespace or a similar interface
- An enthusiasm for coming up with creative promotion ideas and executing them
- A commitment to the Disability Justice values upheld by *Down to the Struts*

## You might also have:

- Experience producing long or short-form video or audio content
- Connections in the disability or social justice media spaces
- Graphic design skills

**Pay:** \$35 per hour, 10-20 hours of work per podcast season (2-3 seasons per year)

**To Apply:** Please send a resume and brief cover letter explaining your interest in joining our team and any relevant skills to [DownToTheStruts@gmail.com](mailto:DownToTheStruts@gmail.com).

We welcome applicants of all backgrounds and abilities. Digital creators with disabilities are highly encouraged to apply.