JOB ANNOUNCEMENT

Digital Storytelling Producer and Project Manager
[Official Title: Media Specialist]
* This is a three year funded position with the possibility for renewal

WISCONSIN HUMANITIES COUNCIL
MADISON, WI

The Wisconsin Humanities Council (WHC) is an independent nonprofit organization affiliated with the National Endowment for the Humanities and the University of Wisconsin System. The Wisconsin Humanities Council supports and creates programs that use history, culture, and discussion to strengthen community life for everyone in Wisconsin. The WHC is supported by federal, state, and private funds and governed by a statewide board of directors.

POSITION SUMMARY
The Wisconsin Humanities Council seeks a digital storytelling producer to manage and produce content for a statewide digital storytelling project under the guidance of the WHC Executive Director and in collaboration with other professional staff. This position is located in Madison.

POSITION EXPECTATIONS
Under the leadership of the WHC Executive Director, the digital storytelling producer will manage and produce the Love Wisconsin digital storytelling project (www.lovewi.com) Responsibilities include the following:

• Work with the WHC team to create and execute digital strategy for the Love Wisconsin project.
• Manage Love Wisconsin social media accounts, email program, and website.
• Manage digital ad campaigns and track data.
• Plan and create new content. This may include interviewing, writing, video creation, photography, and other forms of media.
• Select and supervise media freelancers to assist with content creation.
• Develop new and creative ways to engage and grow an audience, both online and in person.
• Manage sales, shipping, and marketing of the Love Wisconsin book.
• Contribute to WHC reporting for board meetings, or other needs.
• Other duties as assigned by the WHC Executive Director.

ESSENTIAL JOB FUNCTIONS
• Creative storytelling skills with strong editorial judgment.
• Excellent organization and communication skills.
• Ability to plan content across platforms with sensitivity to differentiating audience engagement tactics.
• Execution of thoughtful, timely written communication in a fast-paced social media environment.
• Ability to work collaboratively, as well as independently.
• Ability to interpret and implement learnings from data analysis (will receive support in this role).
• Ability to work some evenings, weekends, and occasional travel as projects warrant.
• Ability to sit or stand for extended periods of time.

MINIMUM QUALIFICATIONS
In order to be considered for this position, a candidate must have:
• Bachelor’s degree or higher.
• At least 3 years of experience as a professional writer, media producer, content creator or communications professional.
• Knowledge of basic journalistic ethics and editorial principals.
PREFERRED QUALIFICATIONS
A well-qualified candidate will also have:

- Bachelor’s degree or higher in journalism, media, or communications-related field.
- Evidence of superb interpersonal skills, including sensitivity to culture, class, race, gender, & other differences.
- Experience producing documentary projects.
- Evidence of excellent administrative and time management skills including attention to detail.
- Knowledge of Wisconsin history and culture.
- Experience working with individuals and organizations in both rural and urban communities.

CONDITIONS OF EMPLOYMENT
This position is a full-time, salaried (exempt) academic staff position that has funding for three years with the possibility for renewal. The successful candidates can expect to make between $45,000-$54,000 on an annual basis commensurate with qualifications and experience. Due to the Wisconsin Humanities Council’s relationship with UW System, WHC employees are employees of UW System. UW System employees receive an excellent benefit package. To learn more about the UWSA comprehensive benefit package, please access ALEX, the UW System’s on-line virtual benefits counselor. In addition to ALEX, you can read our benefit summary guide: Summary - Faculty, Academic Staff & Limited Appointees. Furthermore, the UW System Total Compensation Estimator is a tool designed to provide you with total compensation information.

SPECIAL NOTE: Employment will require a criminal background check. It will also require you and your supervisory references to answer questions regarding sexual violence and sexual harassment.

APPLICATION INSTRUCTIONS
To ensure full consideration, complete applications must be received by FRIDAY, APRIL 26, 2019. However, applications may be accepted until the position has been filled.

1. Go to the UWSA Applicant Portal to submit your materials online. The web address is: https://www.wisconsin.edu/ohrwd/uwsa/careers/current-jobs/apply/
2. Select the appropriate applicant portal, either External Applicants or Internal Applicants.
3. Locate the position you want to apply for and click on the position.
4. Follow the onscreen instructions; be sure to upload ALL FOUR of the required documents: resume, cover letter, references, and writing samples as PDF files. Failing to include any of these documents may disqualify your application. Uploading your documents as a PDF is also critical to maintain the formatting of your documents. You may upload the documents as one comprehensive PDF or as separate PDFs.
   a. Your resume MUST include degree information.
   b. Your cover letter MUST specifically address how your education and experience relate to the position and qualifications. Be sure to emphasize the areas outlined under “Minimum Qualifications.”
   c. Your reference page should include the names, addresses, e-mail addresses, and phone numbers for three professional references including at least one supervisory reference.
   d. Your work samples should be three examples of short-form storytelling. These must include at least one written example (blog, essay, profile). Videos, podcasts, or another medium may also be submitted. Human interest documentary examples are preferred. Links are required for video or audio content. PDF attachments are acceptable for written submissions.
5. Include a statement of whether you wish to have your application held in confidence or made available to the public upon request. Please note that in the absence of any statement regarding confidentiality, we will assume you do not wish to have your application held in confidence. The UW System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).
6. Submit your application.

The University of Wisconsin System Administration is an affirmative action/equal opportunity employer and actively seeks and encourages applications from women, minorities, and person with disabilities.

Questions about the application process may be addressed to Wanda Manning, HR Generalist, UW System Human Resources, at wmanning@uwsa.edu. Other questions may be addressed to Dena Wortzel, Executive Director, Wisconsin Humanities Council at dena.wortzel@wisconsinhumanities.org