



## Digital Content Creator Fellow

### *General Fellowship Requirements*

- Ability to commit to 10-15 hours per week during the Fall, Winter, and Spring Terms
- Flexible schedule to include evenings and weekends
- Must be a sophomore, junior, or senior Dartmouth student
- Demonstrated commitment to diversity and inclusion and serving the needs of a diverse population.

The Digital Content Creator's primary responsibility is to assist in creating digital content for the Hop's social media platforms, emails and website. The fellow is expected to attend events suggested by the Digital Communications Manager and to create original content while keeping the Hop's branding in mind and in accordance with the timeline established. The fellow is always encouraged to communicate new ideas to supervisors to provide student perspective as it relates to Hopkins Center marketing strategy.

### *Position Specific Requirements:*

- Comfortable shooting and editing video and photographs with phone and camera equipment
- Comfortable using various social media platforms, including but not limited to Instagram, Facebook, TikTok and LinkedIn
- Comfortable using editing software such as Canva, Adobe Suite (Premiere and Photoshop)
- Available to attend various Hop events throughout the term (determined by the Digital Communications Manager)
- Comfortable contributing ideas and participating in group brainstorming sessions