

**Job Title:** Digital Content Curator  
**Direct Report:** Communications Director  
**Position Status:** Employee/40 hours per week

**Summary of Position:**

The Digital Content Curator will be responsible for creating content for all of Sun Valley's digital platforms and will oversee all of Sun Valley's social media accounts, including but not limited to: Facebook, Twitter, Instagram, and YouTube.

**Job Description:**

The Digital Content Curator will be responsible for creating a social media campaign across all platforms in addition to assisting in digital marketing campaigns. The Digital Content Curator will work closely with the Communication Director to develop a social media strategy that will be more efficient for a growing multi-site. They will analyze social media trends and the social reach on a regular basis and provide monthly reports to Communications Director. They will be responsible for scheduling a strategic posting schedule 2 weeks out with routine reporting. They will work with the Communications team to ensure that the overall branding on all digital platforms is appropriately representative of Sun Valley and always managed internally. The ideal candidate will have experience in digital marketing with an excellent understanding of marketing copywriting with a creative eye for visual design. Experience in graphic design and video and photo editing a plus.

**Job Requirements:**

- Align with the Sun Valley Leadership Distinctives
- Ability to multi-task and thrive in a fast-paced environment
- 2 years minimum professional experience in all main social media platforms
- Knowledge of social media algorithms and ability to adapt with these changes
- An excellent eye for creative design
- Experiences in marketing copywriting
- Graphic Design and editing experience a plus
- Works well with others and is a team-player
- Responds to a fast-paced environment and can manage multiple deadlines