

Social Media Associate



Bound Art Book Fair

The Whitworth Art Gallery, Manchester

31st October + 1st November

Fee: £800 inclusive, based on £15 per hour for 40 hours across two weeks

We are excited to announce an opportunity for a dynamic Social Media Associate to help us communicate effectively and inclusively to our online audiences. The Social Media Associate will lead on live coverage of Bound's public programme across our Instagram and Facebook accounts, as well as introducing online audiences to our exhibitors and programme participants in the run up to the fair.

Key responsibilities:

- **Exhibitor and Programme Announcements:** Create social media posts in the build up to the fair throughout October 2026 that introduce Bound exhibitors and public programme participants.
- **Event Documentation and Content Creation:** Proactively produce engaging content documenting the fair. Attend, document and post about all of the public programme events including workshops, artist talks, exhibitions and, where possible, after parties, in cooperation with our Event Photographer.
- **Image processing:** Produce exciting social media-friendly imagery, edited to the correct dimensions and resolution for each platform, as well as text, hashtags and alt-text.
- **Engagement:** Monitor and respond to audience feedback, comments, mentions and tags
- **Good Communication Skills:** Develop a coverage plan for each day of the event which is shared and discussed with the Bound Art Book Fair team in advance. All posts must include alt-text and the relevant mentions and hashtags.

Qualifications:

- No professional social media experience is required, but the role requires a thorough working knowledge of Instagram and Facebook.
- A good awareness of camera phone photography including the manipulation of exposure and colour balance.
- A thorough awareness of social media accessibility guidelines and inclusive design.
- Excellent written and spoken English.
- Ability to work independently, manage time efficiently and set and meet own deadlines
- Strong interpersonal and communications skills working with a wide range of different people and backgrounds.
- A keen eye for capturing significant moments within the public programme.
- Familiar with the art and self-publishing fair community.
- **You will be working with your own phone/device.**
- This is a freelance opportunity. The successful candidate will be responsible for managing their own business administration and taxes.

Approximate Time Commitment:

- 40 hours fixed term: 26 hours across 12– 30 October
14 hours over the weekend of 31 October / 1 November

To apply, please email boundfair@gmail.com with SOCIAL MEDIA ASSOCIATE as the subject line. Include a single page cover letter explaining your suitability for the role. If you have examples of social media campaigns you have worked on, please provide examples on a separate page(s). CVs are not required.

Deadline: October 5th at 23:59.

Bound Art Book Fair is committed to being an inclusive and diverse organisation and so particularly welcomes applications from individuals from under-represented groups in the arts. Bound Art Book Fair firmly opposes all forms of sexism, racism, antisemitism, islamophobia, homophobia, transphobia, ableism, classism and hyper-surveillance. We have a history of platforming under-represented and marginalised voices through our free public programmes, and have supported organisations that promote worker-led struggle, migrant's rights, decolonisation, and an end to cultures of incarceration. We believe that challenging systems of discrimination demands intersectionality and personal accountability.