

Position Announcement:

Social Media Manager, *Kairos*

Kairos: A Journal of Rhetoric, Technology, and Pedagogy, a refereed online journal exploring the intersections of rhetoric, technology, and pedagogy (<http://kairos.technorhetoric.net>), is seeking applications for a Social Media manager to collaborate with current staff and promote the journal in online and occasionally f2f spaces.

Kairos is the longest, continuously running scholarly multimedia journal in the world and has been providing open-access research to readers in over 180 countries since it first published in 1996. The journal was one of the first scholarly publications to use open peer review (from its beginning) and offers a mentoring and supportive environment for both its authors and staff, reflective of the feminist critical pedagogy on which the academic discipline of digital writing studies was founded. Read more about the journal and its staff on its website, and check out its Twitter presence (@kairosRTP), which could use some definite help.

We have an immediate opening for a **Social Media Manager** who is able to take on outward-facing communication responsibilities and act as a social media ambassador for the journal. We invite applicants from digital writing studies and related fields (including digital humanities) who can manage and increase the journal's social media presence across a number of social-networking platforms. Our current social media outlets include Twitter (@kairosRTP) and Facebook (<https://www.facebook.com/kairosrtp/>), though we are interested in expanding to other platforms, including Instagram and Twitch, as is collectively deemed necessary and possible by the editorial team.

We seek someone who is willing to learn about the history of the journal and how that history plays into our current mission, publications, and future endeavors, as we embark on more reader-outreach programs (both virtually and f2f) over the next several years, and to promote that history and initiatives through weekly awareness campaigns. There is a lot of flexibility and creativity in this job, and the informal nature of *Kairos* allows for a playful, irreverent, and respectful tone all at once.

Duties

- Collaborate with a co-manager to spread social media responsibilities across partners
- Acting as a representative of *Kairos* when using the journal's social media accounts and at any academic conferences you already attend (either virtually or in-person)
- Watching the *Kairos* social media accounts daily and responding or forwarding messages to editors for response, as appropriate

- Posting Kairos- or digital-publishing related content on social media sites at least weekly, and more, depending on the site/medium
- Attending brief monthly virtual meetings viz Zoom with the editorial team to provide communication updates and to be informed on new initiatives that need promotion
- Assisting the Editors with any additional training and publicity needs, within reason and scope of this position.

Qualifications

- A love for the mission and vision of Kairos
- Initiative to create and implement new ways to promote the journal and its mission
- Strong and timely communication skills (via Slack and email) with editorial team
- Ability to take initiative and post professionally on the journal's behalf without oversight
- Demonstrated or growing knowledge of digital writing studies as a discipline (any rank/level/interest may apply)
- Excellent oral and written communication skills (e.g., no typos in your tweets, unless they're meme-worthy)
- Personal or professional experience with a wide range of social media and social networking technologies
- An understanding and appropriate practice of the emerging genre conventions for social media
- Experience with sustaining communication in public or private online venues that can translate well to your managing the public outreach of Kairos's communication
- Ability to dedicate approximately 1–2 hours a week to social media on behalf of *Kairos*
- Experience with formatting content using HTML5 and CSS and uploading content to static and dynamic Web sites (optional, but helpful)

If you have *some* of these qualifications, please apply. We don't expect everyone to know everything, and we can train you. We just need someone who is willing to run with things once they've been trained.

Benefits

This is a volunteer/unpaid position that requires an average of 1–2 hours per week. However, the benefits of working for *Kairos* are numerous and include better understanding the flow of scholarly editing in digital environments, working closely with scholars in the field (through contact with editors, authors, and publishers), creating a network of colleagues who meet at conferences, being the first to see the most up-to-date scholarship, and gratitude/recognition by your peers. In addition, *Kairos* staff members enjoy a vita line, a recommendation or

tenure/promotion letter for their portfolios, professional development and job mentoring opportunities, and free beverages at some major conferences.

How To Apply

Applications will be accepted until the position is filled, with review of materials to start ****October 1, 2022****. To be considered, please send the following materials to the Kairos senior editorial team at kairosrtp@gmail.com [Subject line: Social Media Manager app: Full Name]:

- A one-page letter of application (can be in-email) that
 - Describes your qualifications for the position
 - Includes links to your personal or professional social media accounts that you want to share with us
 - Includes the name, email address, and title/affiliation-to-you of a person willing to recommend you for the position.

Candidates who want to conduct research and/or teaching related to this position's responsibilities are welcome (i.e., Do you do research or teaching in social media, communication, and/or have interns who want to work with you on this? By all means!).

Candidates from underrepresented backgrounds are especially encouraged to apply. *Kairos* strives to value difference in all aspects of its editorial workflow and actively works to ensure the journal remains an anti-racist professional space.

Questions about the position can be sent to Cheryl Ball, Editor, at the above address. Please include the position title in the subject line for queries. The position will start immediately upon hire and includes *Kairos* training, as needed.