



CSA Social Media Coordinator Job Description Fall 2025

Costume Society of America seeks a social media savvy individual to serve as the organization's Social Media Coordinator. The Coordinator will be responsible for actively engaging the public via CSA's social media channels (Instagram, Facebook, and LinkedIn) postings regarding the history of dress and the future of fashion, as well as CSA-specific activities and events, and professional activities of CSA members. The Coordinator reports to the Vice President for External Relations, who will onboard and support them during their term. It is anticipated that the successful candidate will take up the post in December 2025.

Duties include, for an average of 12 hours per month:

- Generate 2 posts per week, one on Instagram and one on Facebook or LinkedIn.
- Ensure these posts are well balanced between national and regional news and activities and that the appropriate platform is being used for each post.
- Material sources: glean information from CSA's monthly *e-News*; work with the Executive Director on material for national posts; and reach out to the Regional Social Media Representatives for material to post (when not available, search for such material).
- Monitor and analyze Instagram post-performance to identify content types that generate the highest engagement and attract new followers.
- Grow our social media followers and increase engagement at a post and account level.
- Use CSA's Social Media visual and content posting guidance and guidelines to direct posts.
- Work with Vice President for External Relations to 1) continually define and refine our target audience and 2) set targets for overall posting cadence.
- Prepare reports for Vice President for External Relations measuring the results of the above-defined goals.

Term length: Renewable one-year contract, including initial probationary period of two months

Remuneration: Complimentary individual CSA membership for the length of tenure (currently \$130 per year) and a \$150 stipend per month.

Qualifications: Creativity, strong organization and communication skills, ability to work independently to meet deadlines, commitment to diversity, equity, accessibility and belonging principles.

How To Apply: Upload a cover letter (addressed to Deborah Miller, Vice President for External Relations and hiring committee chair) and resume on the [form available here](#). Offers of employment will be subject to Board approval. Acceptance of applications will close on October 19, 2025.