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🎵 **Job Title:** Social Media Content Manager & Administrative Assistant  
📍 **Company:** Diggity Dom Entertainment LLC  
🌐 **Location:** Remote or Hybrid (based on availability and project needs)  
🕒 **Employment Type:** Part-Time  
💰 **Pay:** \$18–22/hour depending on experience — *Approx. 20–30 hours per month*

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## About Diggity Dom Entertainment LLC

Diggity Dom Entertainment LLC is an independent music and lifestyle brand that blends sound, storytelling, and self-expression. Led by artist and creative force Diggity Dom, we share the heart of the music-making journey through content that inspires, uplifts, and connects. From the studio to the community to the digital world, we're here to create unforgettable experiences that move people.

As we expand, we're also growing our network of **business clients, sponsors, and creative partners**. We're looking for a team member who can help us **communicate our brand value, support client-facing marketing efforts**, and keep our creative systems running smoothly in an ever-evolving industry.

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## Position Overview

We're hiring a part-time **Social Media Content Manager & Administrative Assistant** to help bring Diggity Dom's world to life online while supporting light administrative and business development efforts behind the scenes. This is a creative and operational hybrid role for someone who thrives in a flexible, fast-moving environment, loves music and culture, and is excited to help build something impactful from the ground up.

You'll report directly to Diggity Dom and play a key role in managing our brand presence, editing and organizing content, and contributing to marketing strategies that reach **new clients, partners, and audiences**.

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## Key Responsibilities

### 🎬 Editing & Visual Content Management

- Edit short-form videos for Reels, TikToks, and YouTube Shorts (10s–3 min)

- Repurpose footage from past projects, events, and sessions
- Design branded content (event flyers, promo graphics, partnership decks)
- Maintain a labeled digital content library for easy campaign access
- Ensure visual consistency and brand identity across platforms

## **Social Media & Digital Marketing**

- Manage Diggity Dom Entertainment's accounts on Instagram, TikTok, YouTube, Facebook, X, and LinkedIn
- Use scheduling tools (e.g., Buffer) to plan and post content across platforms
- Tailor content to match each platform's tone and trends
- Post engaging daily content (Reels, Stories, Photos, etc.)
- Monitor engagement, respond to comments, and track trends
- Assist in developing campaigns that **market our brand to business clients**, sponsors, and community collaborators

## **Business Marketing & Client Growth**

- Support marketing outreach to new business clients and creative partners
- Help craft compelling copy and visual assets for proposals, emails, and pitch decks
- Maintain lists of past and potential business leads
- Assist with follow-ups, basic lead tracking, and communications coordination
- Collaborate on ideas that grow Diggity Dom's visibility within professional spaces and communities

## **Light Administrative Support**

- Report directly to Dominic and provide support with scheduling, reminders, and light coordination

- Maintain shared digital calendars for content deadlines, client follow-ups, and project timelines
  - Draft emails, help manage digital forms, and organize internal documents
  - Track and summarize basic social analytics and performance reports monthly
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## Requirements

- Proven experience in video editing, social media, and digital content creation
  - Proficient in CapCut, Canva, Adobe Premiere, and/or similar tools
  - Experience or interest in **marketing to business clients or managing client communications**
  - Excellent organization and time management skills
  - Ability to adapt in a growing, creative environment
  - Strong visual eye and knowledge of music/media trends
  - Clear communicator with a collaborative, solutions-first mindset
  - Passion for music, creativity, and building community through content
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## Schedule & Compensation

- **Part-Time:** Approx. 20–30 hours/month
  - **Pay:** \$18–22/hour based on experience
  - Flexible schedule with weekly content and communication benchmarks
  - Remote or hybrid depending on your location and project needs
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## To Apply

Please fill out application @ [www.diggitydom.com/careers](http://www.diggitydom.com/careers) with your resume, portfolio or editing reel, and any social/media accounts or brands you've worked on. In your form, include:

- Why you're excited to join the Diggity Dom team
- A social media trend you're currently loving
- One idea for helping us grow our business or client-facing presence

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**Let's build something creative, community-driven, and client-ready—together. 🎵**

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