

Designing & Content Writing for Social Media of CFSI - call for application

Children's Film Society, India would like to publish on Social Media everyday starting from 05.09.18 – 31.12.18 in English for all the activities done by CFSI as per the details given below.

The content for the Social Media needs to be gathered on a daily basis and edited for publishing on the internet which would include complete active coverage of all highlighting special events / activities of CFSI and also conveying the plans for the week/month/year. CFSI's actual publishing needs to be wacky, children friendly and appealing to the child of today. This would involve graphic designing and publishing content which will have small write ups, designs, photographs, tweets, instagram stories, screening schedules of films and events, interviews of prominent celebrities attending the CFSI activities besides providing information useful for communication on the internet so as to create an identity of CFSI.

The information duly edited needs to be published duly approved by CFSI & coordinated till the material is uploaded on the social media accounts of CFSI on the internet every day. The objective of this social media activity would be to create an increase in number of posts, tweets, followers, groups, likes.

Terms of reference along with scope of work :

1. Handling Social Media accounts: 1.Twitter 2.Facebook 3.Instagram 4. LinkedIn 5.Blogs 6.You Tube.
2. Gathering data from all CFSI departments and post on social sites after approval in writing by CFSI.
3. Content Writer and graphic designer shall be solely responsible for all social posts.
4. Update all the social activities performed by CFSI immediate after event.
5. Update all the CFSI's on social accounts on day to day basis and if required multiple updates.
6. This social media activity would be required to increase by not less than 10% every month in number of posts, tweets, followers, groups, likes.
7. Provide weekly reports of the activities done along with increase in reach on the internet.
8. Submit a monthly report on work done based on which the payments would be made.
9. The monthly consolidated amount all inclusive is Rs.25,000 /- p.m.
10. One or two visits weekly to CFSI Head Office at Mumbai.

Note : Application with bio-data & Experience to be addressed to **The Chief Executive Officer, Children's Film Society, India, 8th Floor, Films Division, 24, Dr.G.Deshmukh Marg, Mumbai-400026** by super-scribing the envelope mentioning the post applied for should reach within 21days of publication of this advertisement

Date of publication on website : 23.08.2018 last date of application: 30.08.2018