

IATSE Social Media Guide

There are over 234 million social media users across the U.S. and Canada. We should be serious about having a social media presence as a part of organizing because we have the potential to reach millions of people, including folks who are not union members.

Using social media is an excellent way to build relationships, share information, follow and plan events (like pickets or strikes), and demonstrate the value we bring to members.

This social media guide covers three of the most popular social networking sites: Facebook, Twitter, and Instagram. We cover how to create an account, how to create posts/tweets, what kind of content to post, and other social media best practice.

Bear in mind that you don't need to be active on all three platforms to have an impact -- even a little effort can go a long way. When deciding which platform is right for you, think about what you are trying to achieve with social media and consider how many of your members are already active on each platform.

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FACEBOOK

Facebook is the most popular social media site globally, boasting 1.41 billion daily users. Facebook allows you to communicate easily, not just with your local members, but with other locals, the International, and other unions. It is useful for sharing photos, videos, links, and events. If you are supporting a strike or picket, you can quickly distribute information about where and when to go, and share pictures from it afterwards.

PERSONAL TIMELINES vs. PAGES vs. GROUPS

There are three types of places which feature content on Facebook: Personal timelines, pages, and groups. Before you dive into using Facebook for professional use, it is important for you to know the benefits of each so you can decide which format is right for you.

<u>Personal Timelines</u>	<u>Facebook “Pages”</u>	<u>Facebook “Groups”</u>
Meant for individual people.	Meant for brands and organizations looking to communicate directly with public audiences.	Meant for connecting people together and fostering discussion between group members.
Privacy settings allow you to control who see your posts	Public Facing – Little privacy settings, but you can choose to target your posts by location.	Group types – Public, Private/Closed (requires acceptance), or Secret (requires invite).
Other settings allow you to control comments on your posts and whether others can publicly post on your timeline.	Other settings allow you to control comments on your posts and whether others can publicly post on your timeline.	Settings allow you to require admin approval for new posts, control comments, and how new members enter the group.

In order to create a Group or Page, you will need a personal Facebook account. Go to facebook.com/r.php and follow the instructions to get started.

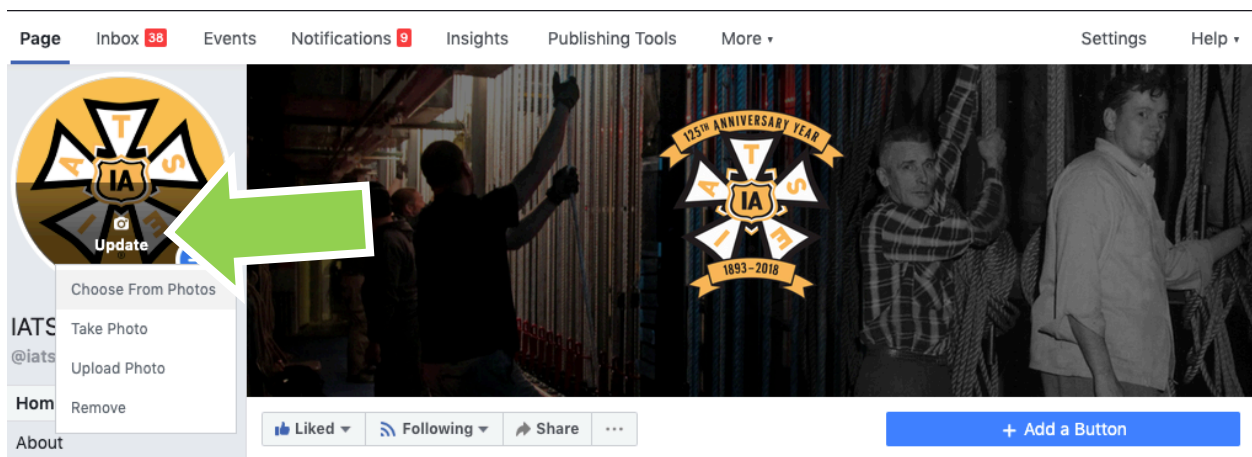
FACEBOOK PAGES

CREATE A PAGE

Your Local Union may want a Facebook Page if you want to broadcast content to members and followers. While Facebook Pages aren't the best for fostering conversation between people, they can be a great way for your Local Union to show off exciting work, important volunteer efforts, or photos from social events. To create a page, go to this link and follow the instructions: facebook.com/pages/create.

CUSTOMIZE YOUR PAGE: PROFILE PICTURE

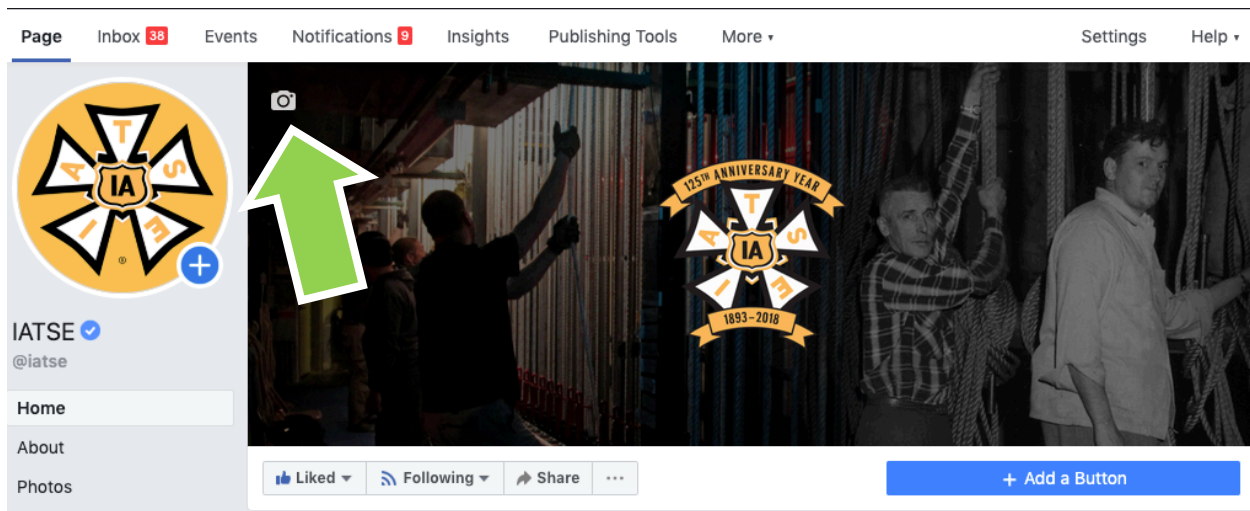
Your profile picture is your digital signature. It's what allows users to recognize who is posting the content they are viewing, and helps people find your page. Great profile pictures are crisp, clean, and *recognizable*.



To upload a profile picture, hover over your current profile photo and hit the update button. Don't forget to add a caption to your photo. After you upload a new profile image, click your image, then click "edit" to the right of the image and write a description. This is a great place to insert a link to your website or a brief description of the picture.

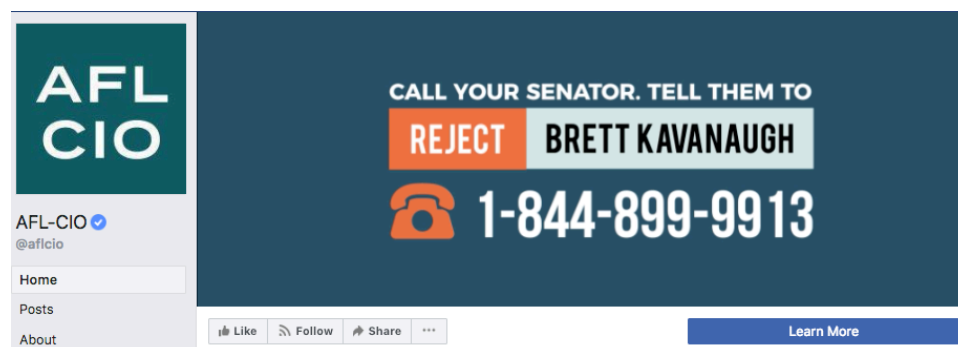
CUSTOMIZE YOUR PAGE: COVER PHOTO

Your cover photo is an excellent chance to make your "brand" stand out and show people what you're about. It sits directly at the top of your Facebook Page. When uploading your own cover photo, there are a few things to keep in mind:



Cover photos should be crisp and clear. Cover photos should be at least 720 pixels wide and 315 pixels tall. Images smaller than these dimensions will be stretched to this larger size, making your cover photo look fuzzy, unpolished, and unprofessional.

Change your cover photo whenever you'd like. Change your cover photos for holidays, campaigns, events, etc.. If you're starting a new campaign – say, a food drive for the holidays – you can make a cover photo which explains how to participate. For example, the AFL-CIO used this cover photo to get their followers to call their senators.



CUSTOMIZE YOUR PAGE: “ABOUT” INFORMATION

Your page's “General Information” under the “About” tab should detail what your page is about and set community guidelines. By establishing a set of community standards **BEFORE** something goes wrong on your page, you are able to respond in a fair and consistent way. For an example of an effective about tab, check out ours here: facebook.com/pg/iatse/about/

FACEBOOK GROUPS

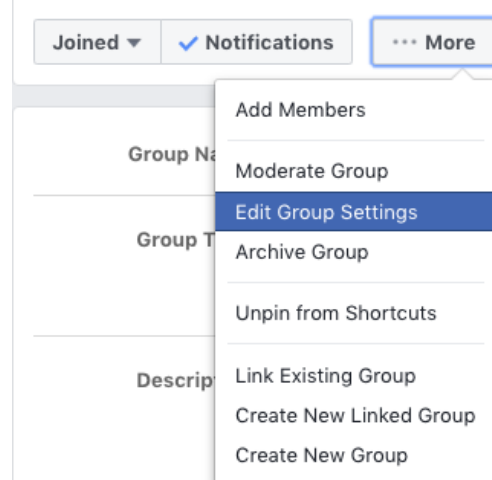
CREATE A GROUP

Facebook Groups give your members a place to gather and discuss together. Since there is so much conversation in Facebook Groups, setting community standards and discussion rules is important. Although posting content daily is less important in Groups than on Pages, having someone (or a few people) who can serve as moderator to monitor conversation and keep it productive is highly recommended.

To create a Facebook Group, head to facebook.com/groups/ and find the green “Create Group” button towards the top right of the screen. There, you can choose your group’s name (you can change it later), invite people and follow the instructions to complete the setup.

CUSTOMIZE YOUR GROUP: Group Settings

Once your group is set up, you can edit the Group’s settings by clicking “More” (just to the left of the center of the screen) and head to “Edit Group Settings” in the dropdown menu. In the group settings, you can rename your group, choose a group type, edit privacy settings and more.



CUSTOMIZE YOUR GROUP: GROUP PRIVACY SETTINGS

There are three privacy options for Groups: Public, Closed, and Secret.

A public group means that anyone can join or be added by a current group member. While a public group may minimize the amount of work involved in managing a group, we do not recommend using public groups to discuss union business, but a public group may be an appropriate place for non-IATSE members to learn more about your local and our community.

A closed group means that anyone can request to join or be invited to the group, but an administrator of the group (likely you) must accept their request. We recommend closed groups if you plan on discussing union business, but still want people to come to the group on their own. A secret group means that for anyone to join, they must be invited or added by a member or admin (depending on the invite settings you choose). It would be impossible for someone to request to join a secret group because the group is “invisible” to anyone who is not invited, and it will not show up in searches on Facebook.

CUSTOMIZE YOUR GROUP: DESCRIPTION

Your group’s description should detail what your group is about and set community guidelines. By establishing a set of community standards **BEFORE** something goes wrong in your group, you are able to respond in a fair and consistent way. For an example of an effective description, check out the community guidelines we set for our page here:

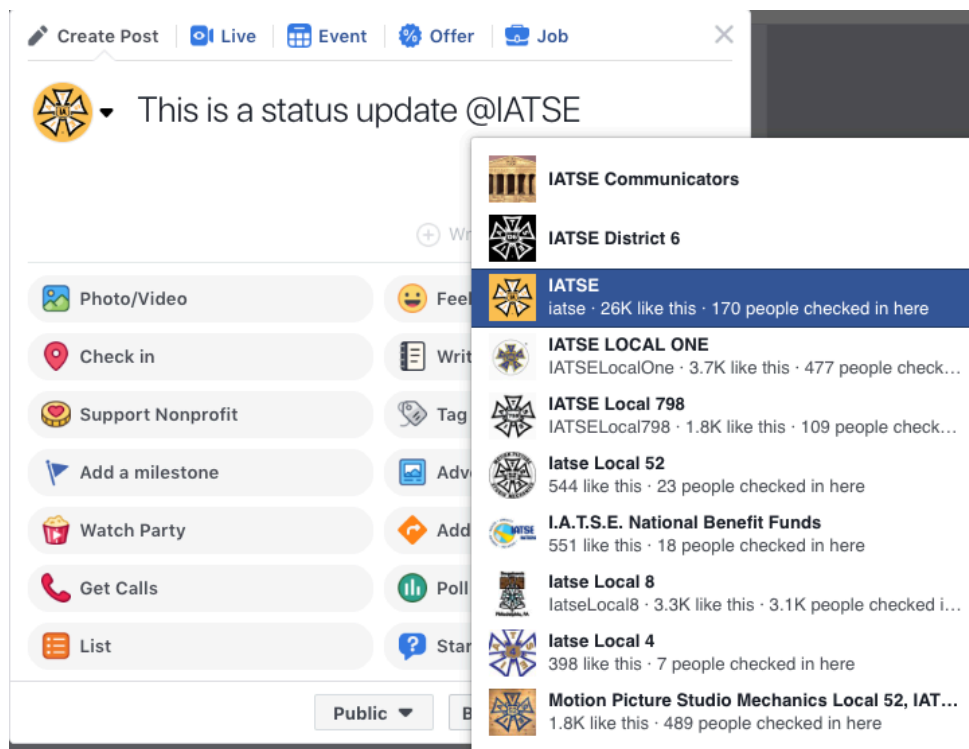
<https://www.facebook.com/pg/iatse/about/>

POSTING

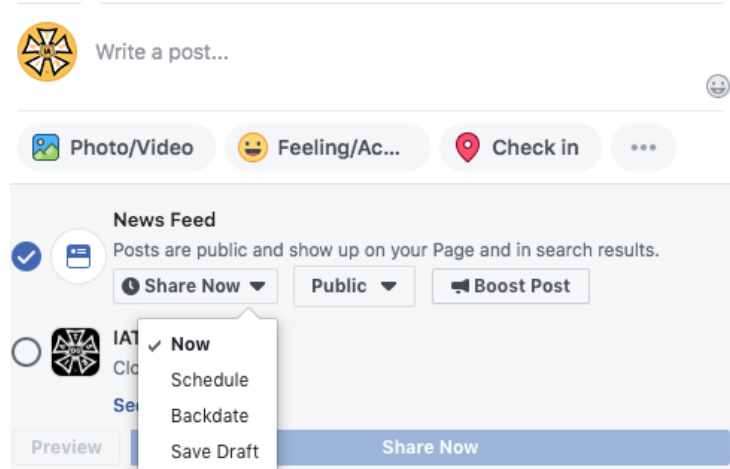
Once you've created and customized your page, you need to put engaging content in front of your audience. Remember, the people who "liked" your local's Page did so because they want to hear what you have to say, so don't overthink it.

POSTING: Write a status update.

Status updates are how you communicate with your followers on Facebook. Within a status update, you can write text, as well as share images, a video, or a link. Generally, pages can also advertise, create events, and more. A great thing to do within a status update is mention other organizations, people, or places. Much like Twitter, you can find and tag other Pages by typing @ and then the name of the Page.



How to schedule a post: If you want to keep your page updated frequently with new content, scheduling posts for future dates and times can be helpful, especially for pre-planned events or holidays such as the Emmy Awards or Labor Day. To do this you will have to go to "publishing tools" and then click "create" to start a post. Change the dropdown from "share now" to "schedule" to be able to schedule posts in the future.



When posting, be sure to keep in mind these general best practices:

DO

- **Develop a unique voice.** There are people on the other side of the computer – no one wants to read boring posts with no personality.
- **Convey positivity in what you write and share.**
- **Share pictures and video.** They drive Facebook traffic. Share pictures or video from of a recent show, a meeting, a rally – anything that you think people would be interested in.
- **@mention other Pages.** You can find and tag other Pages by typing @ and then the name of the Page.
- **Proofread before you hit “post.”** Make sure everything you post is factually correct, spelled correctly, and isn’t written entirely in CAPITAL LETTERS. Check twice, post once!

DON'T

- **Write long, wordy posts.** Keep your text short and simple. Avoid giant blocks of text.
- **Go weeks without posting anything.** *Remember:* you can schedule posts for the future. Click the small downward-pointed arrow next to “Publish” and select a date and time. This is especially helpful for holidays or other events that you’re planning for.
- **Argue with your followers.** Sometimes people intentionally antagonize (they’re called “trolls”) – don’t engage with them!
- **Share poor-quality photos.** While not every photo is a work of art, make sure there aren’t thumbs blocking the shot, the photo is in focus, and so on.

POSTING: Shareable Images.

Graphics allow you to say something in an image with a combination of pictures and text. Both funny pictures and informative pictures can be successful. You can make your own graphics with [Canva](#), which is an easy to use, free online graphic editor. A great time to make and share graphics is for holidays or popular events.

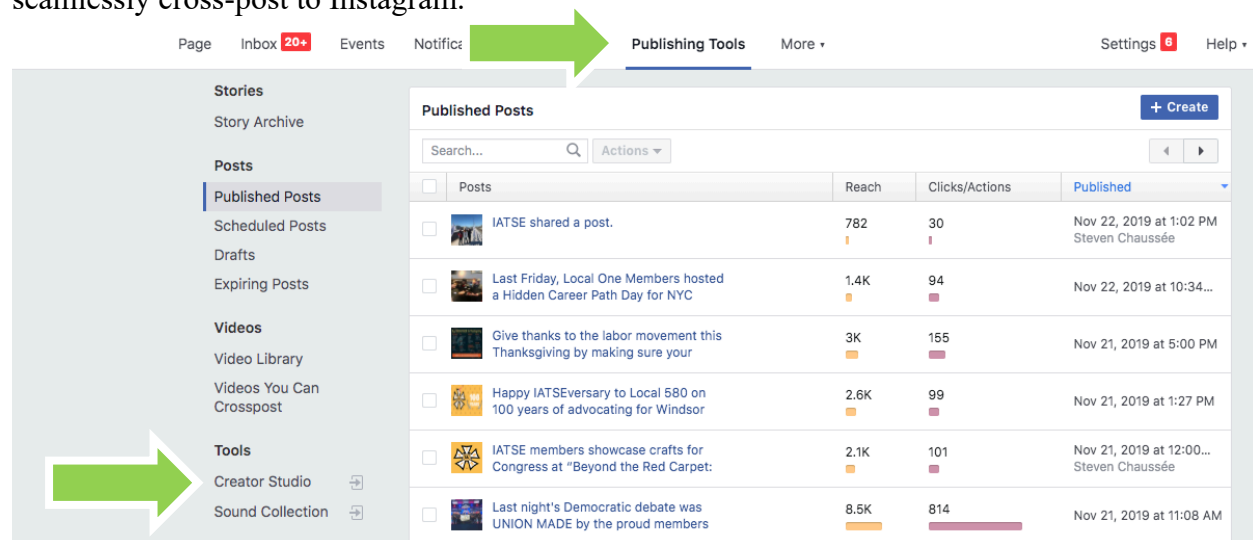
On the right is one of our most successful graphics ever. By tapping into the conversations that were already happening online about the Oscars, we were able to get our post in front of more people than usually see our posts.



The photo got 790 “shares”, which means that 790 people clicked “Share” to post it on their Facebook pages or profiles. Through our page and these shares the post reached 81,110 people.

CREATOR STUDIO

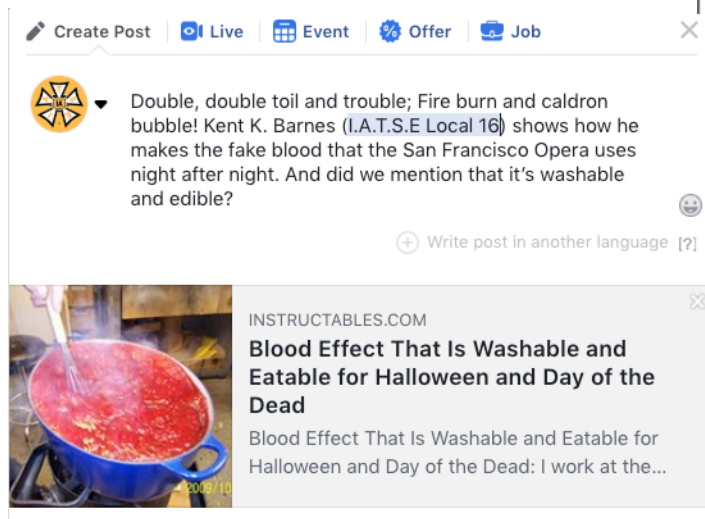
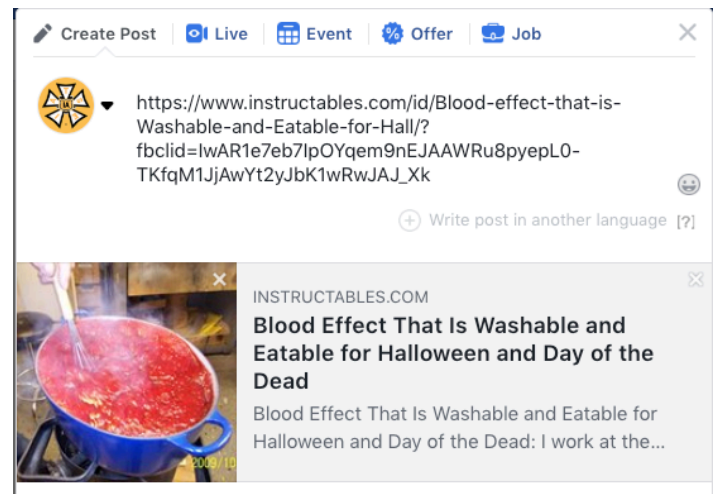
The Creator Studio is the ideal place to upload video and photo content. In addition, it will allow you to cross-post content from you Facebook to your Instagram page, as well as schedule future posts to Instagram. To access the creator studio from your page go to “publishing tools” and then to “tools” in the bottom left. Once you have linked your Instagram account to the creator studio, you will be able to select photos and video content form the “content library” in creator studio to seamlessly cross-post to Instagram.



POSTING: Share links

Share industry-relevant, labor-related, or general interest articles. One important thing to remember is that you can make people more likely to click your link by creating custom captions to go with your links. Here's how:

This is the article I want to share. Copy the link from the address bar on the page where the article is and paste it into the "status" box.



Once you've pasted the link and the story pops up, delete the address from the box so it looks a little cleaner. The story will stay, even though you deleted the link.

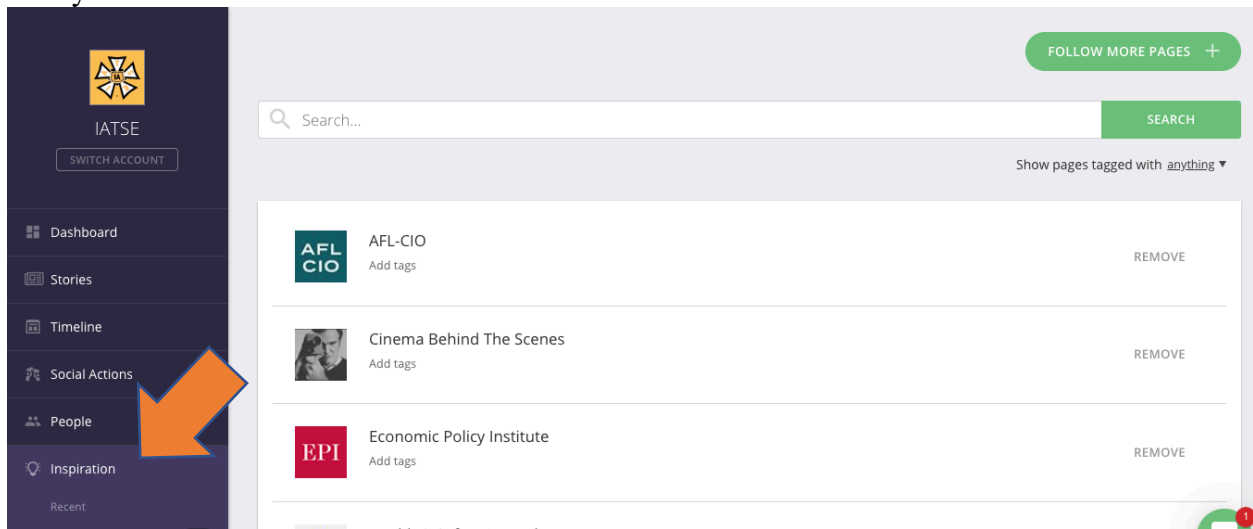
Now you can add a caption to your link to explain why someone should click on it.

If you have any questions please reach out to the IATSE Communications department at comms@iatse.net.

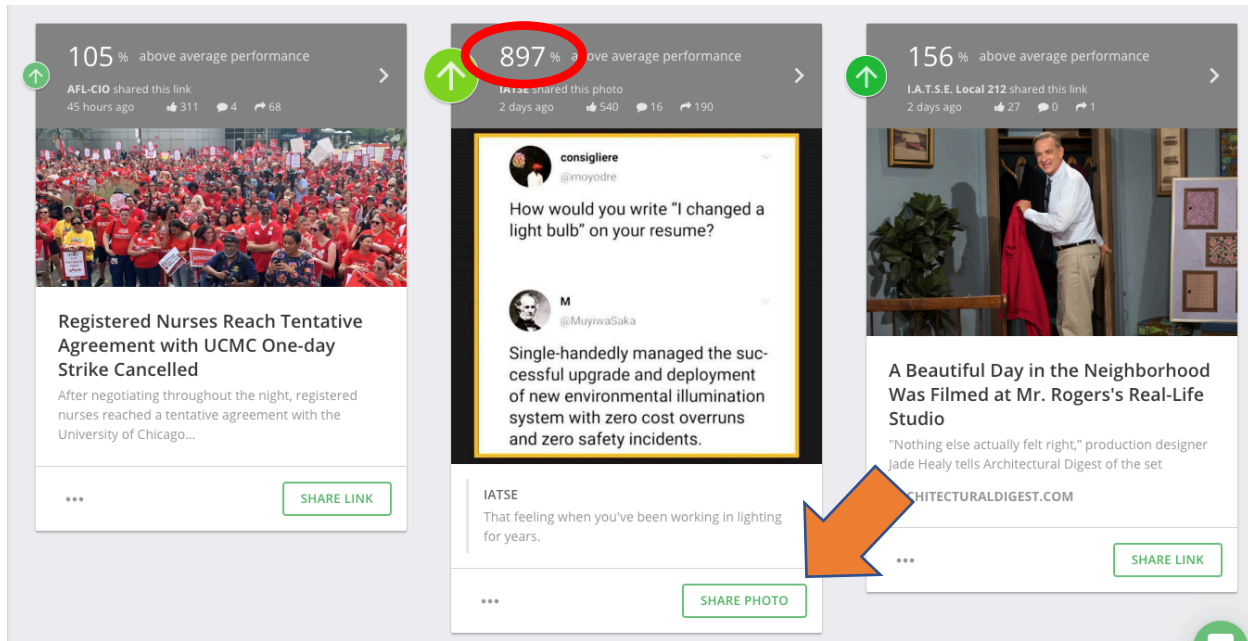
ACTION SPROUT

If you're having trouble finding engaging content for your followers on a daily basis, Action Sprout (actionsprout.com) is a tool that can help solve that problem. Additionally, if your union's Facebook page is listed as a non-profit, you can signup for an Action Sprout account for FREE.

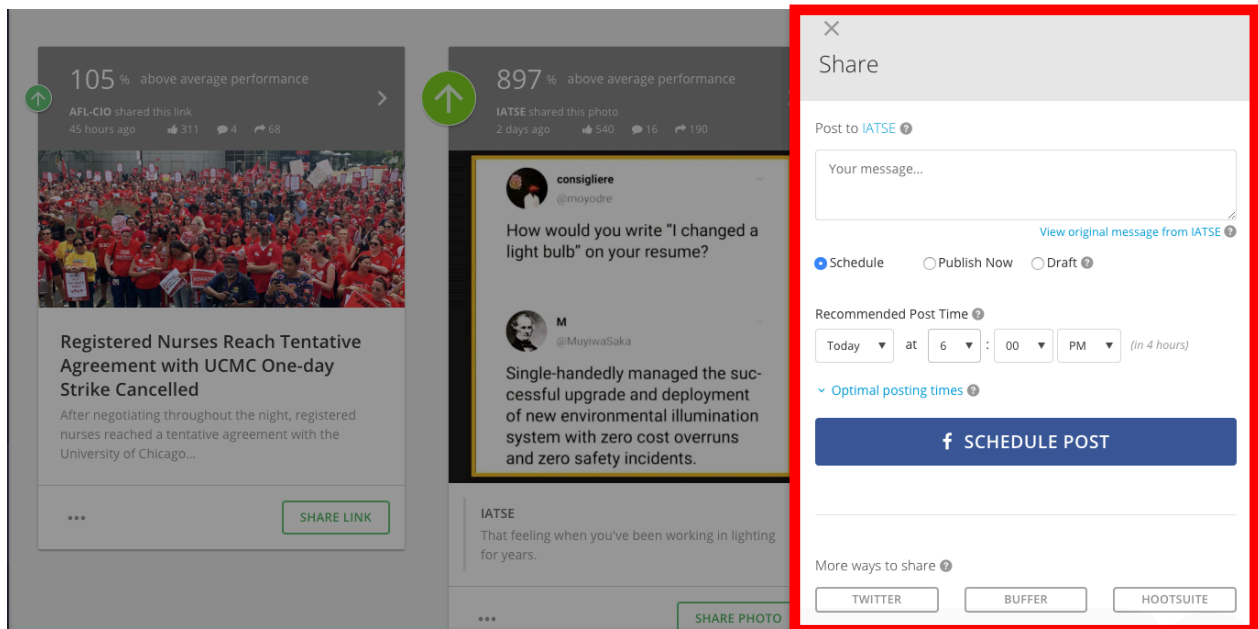
Once you have setup your account and linked it to your Facebook page, you can go about curating the "inspiration" section of Action Sprout by choosing which pages you want to see successful content from. A good place to start is by following the other IATSE locals as well as the AFL-CIO or other labor and entertainment pages that might post content that would resonate with your followers.



By clicking on "recent" in the "inspiration" section you will be able to see high performing content from all of your followed pages, giving you an idea of what sort of content is going viral or what themes and messages are getting lots of likes, reactions, or shares.



At the top of each post, you will see post performance compared to the average (red circle). Click share photo/link (orange arrow) to pull up a menu on the right to schedule when the content will be shared from your page.



The menu gives you options to schedule for later, post now, and even shows you optimal times to post.

PRO TIP: The Twitter function just links to the Facebook post, which tends not to perform well with Twitter audiences.

TWITTER

Twitter has **75 million monthly active users across the U.S. and Canada**. It is useful for quickly distributing information, engaging with people, sharing links and photos, following events in real time, and organizing mass amounts of people. Important conversations are happening on Twitter every day, as **thousands of journalists, reporters, and politicians use the platform actively**. Additionally, every major union is already on twitter.

CREATE AN ACCOUNT

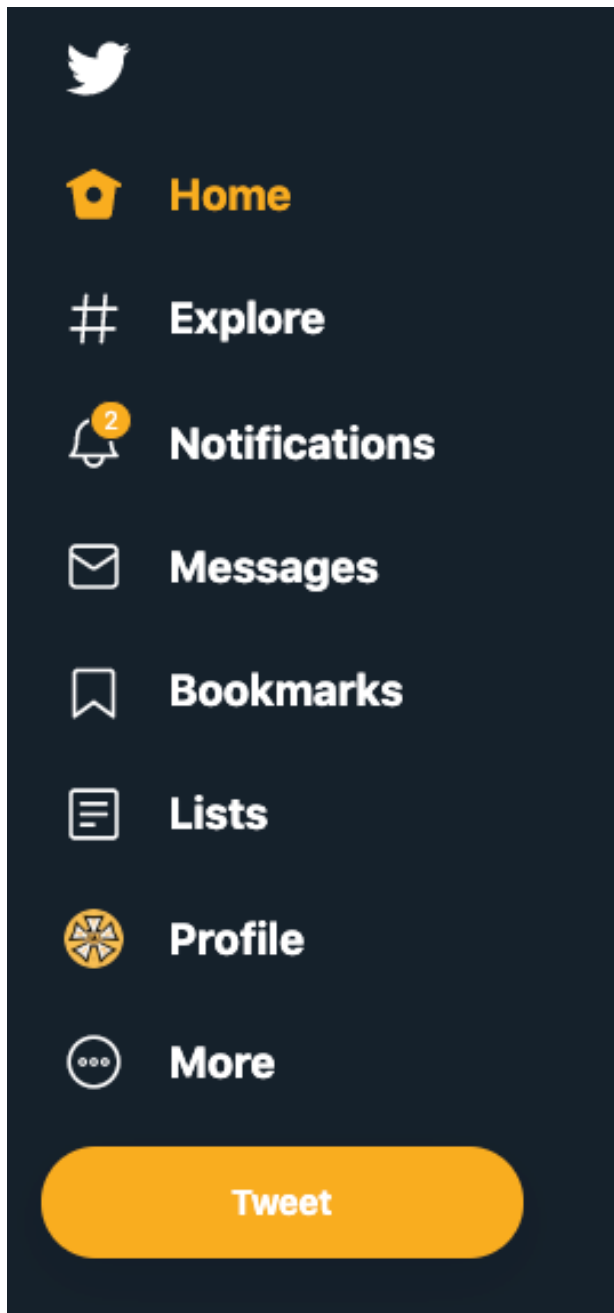
Go to www.twitter.com and locate the “Sign Up” button. Make sure your Twitter name (also referred to as a “handle”) is short and easy to remember – you might do **IATSELocalX**, or your own name or nickname for a personal account.

FOLLOWING

Now you can start “following” people. Once you follow someone, their tweets will show up on your “feed.” Here are some ways to get started – after all, Twitter isn’t helpful if you aren’t seeing any updates:

- **IATSE and IATSE Canada:** twitter.com/iatse & twitter.com/IATSECANADA
- Follow **other unions and locals** to connect with other workers
- Follow your **local newspapers, reporters, and TV stations as well as magazines/papers about your craft**. A story about a stagehand in Indiana will get more play in their local paper than in the New York Times. Small newspapers also tend to do soft feature stories on IATSE members working in community venues, and it’s important for locals to have and maintain good relationships with their community.
- **Follow local businesses or endorsed politicians.**
- **Follow labor journalists and reporters.** Because the modern news cycle is always “on” and organizing drives in labor are doing more online organizing, it is extremely important to follow the latest news and trusted reporters.
- **Follow your members who are on Twitter to see what they’re talking about.**

MENU – found on the left side of Twitter on Desktop



Home: Brings you to your newsfeed, where you'll see tweets from everyone you follow, and what they've retweeted.

Explore: The best of what's happening on Twitter, or in the world. This is curated by Twitter. It's helpful for cutting through the clutter.

Notifications: This is where you see when folks mention you in their tweets, follow you, retweet you, or like your one of your tweets (similar to "liking" a post on Facebook).

Messages: This is where followers can send you a Direct Message (sometimes referred to as a "DM"). These private messages are useful for exchanging phone numbers or email addresses. By default, only users you follow are able to send you a direct message, but you can opt in or opt out to receive direct messages from anyone, regardless of whether or not you follow one another. Go to **Settings** → **Security and Privacy** → **Direct Messages** to choose.

Lists allow you to categorize accounts and see what accounts in those categories are talking about.

Profile: Goes to your profile

More: Click to open a drop-down menu with back-end options like changing your email address or privacy settings, viewing your analytics, etc.

Tweet: Click to compose a tweet.

Customize Your Profile

You should change the cover photo, profile picture, and add a description. There are many spam accounts on Twitter, and by editing the way your profile looks, you'll show that you're not a spam account and that you take your online presence seriously



To edit these features, click the “Edit profile” button. Upload a clear, high-resolution photo for the “Cover photo” and make sure your “Profile photo” is easily recognizable.

Just like on Facebook, the photos you upload to use as a cover photo and profile photo should be big enough that they do not appear fuzzy or distorted. A cover photo’s recommended dimensions are 1500x500 pixels, and a profile picture’s recommended dimensions are 400x400 pixels.

If you have a Facebook Page, consider using the same cover and profile pictures to make your “brand” consistent across social media platforms.

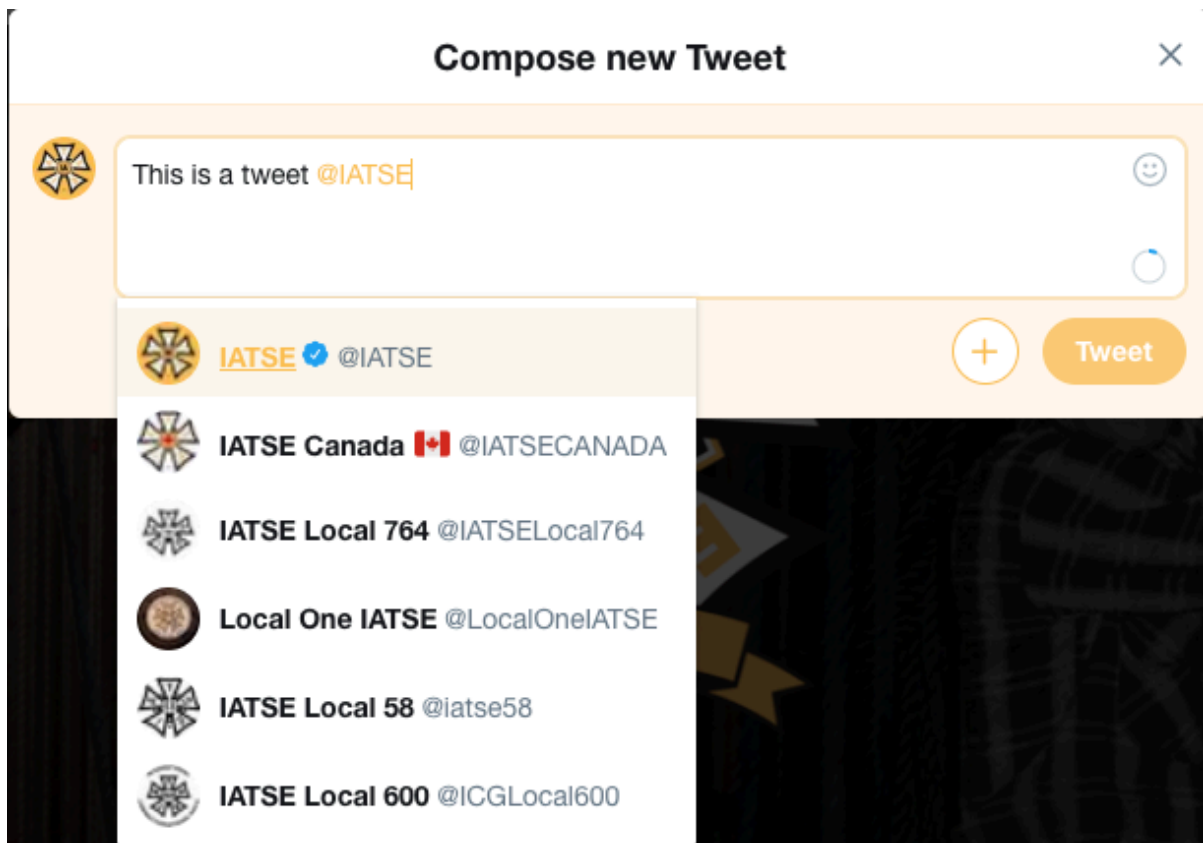
RETWEETING

Retweeting on Twitter is very similar to sharing on Facebook. When you retweet a tweet, that tweet will show up on your followers' newsfeeds. To do this, click the two arrows below the tweet – when it's retweeted, the arrows will change color:



WRITING TWEETS

A tweet is just like a Facebook post, except that Tweets cannot be longer than 280 characters. You can compose a tweet by clicking the "Tweet" button on the top right of your screen, or you could compose a tweet from the newsfeed, or home. Click the "home" icon on the top left. You'll notice a box that says "What's happening?" in the center of your screen, which is where you can compose a tweet.



Tweets can be combinations of plain text, links, pictures, videos. Overall, make sure your tweets are interesting and engaging. **Some additional components of tweets are:**

- **“At” symbol (@):** If you want to mention another Twitter user, type **@TheirUsername**. If you’re writing a tweet and you want to mention a person, organization, place, etc. – check to see if they have a Twitter account first, follow them, and then type **@TheirUsername** into the compose tweet box and they’ll see that you mentioned them. If you start a tweet with the @ symbol, only people who follow *both* you and the user you mention will see the tweet. If you want all of your followers to see the tweet, start with a symbol or character that isn’t the @ sign.
- **Hashtag (#):** Put simply, the hashtag is Twitter’s way of categorizing tweets. You can see articles, press releases, videos, and more from completely different Twitter accounts, all because they used a single, unifying hashtag. A great way to use hashtags is during an event or big news story. For example, the IATSE Communications Department used #savethemet during the Metropolitan Opera campaign in 2014.

When typing a hashtag or tagging someone with the @, **make sure that there aren’t any spaces**. The #, like the @, makes the group of words searchable.

- **#SaveTheMet** not **# SaveTheMet** or **#Save The Met**

- **@IATSE** not **@ IATSE**
- Hashtags are not case-sensitive, so **#SAVETHEMET** will return the same results as **#SaveTheMet** or **#savethemet**
- **Hashtags can also include numbers. For example, during IATSE’s 125th anniversary the Communications Department used #IATSE125**

TWEETING: LINKS

If you want to include a link in your tweet, just copy the link from the address bar, and paste it into the “Compose” box. Links take up 23 characters of your 280 character limit.

If you’re sharing a link, don’t just tweet the link with no other text – add details. For example:

**Don’t
just
tweet
a link**



**Add
details**



PRO TIP: If you are Tweeting a link, it should come last in order to get a thumbnail.

TWITTER CARD VALIDATOR

Before posting a link in your tweet, it's a good practice to make sure the link is valid, and there is a valid twitter "card". To check this, go to: <https://cards-dev.twitter.com/validator> and enter your link in the box on the left.

Card validator

Card URL

Preview card

Card preview



IATSE @IATSE

The card for your website will look a little something like this!



From 'Judy' to 'Rocketman': How Costume Designers Crea...

The teams behind 'Once Upon a Time in Hollywood' and 'Dolemite Is My Name' also spill secrets behind how they creat...

[hollywoodreporter.com](https://www.hollywoodreporter.com)

If your link has a functional card attached to it, the right side of the screen will show you a preview of what your tweet will look like when posted. If your card is invalid, you will see an error message and no card will appear.

TWEETING: IMAGES

Images & Graphics can be your bread and butter on Twitter. To post an image, either drag the image file on your computer into the “write tweet area”, or click the icon of the mountains and the sun on the bottom left. Then choose your image, and hit upload. Remember that Twitter allows you to upload 4 photos per tweet. Don’t forget to include a great caption so that your followers know what they’re looking at. Make note that the optimal size for twitter images or graphics is 16 x 9. Images in a size other than this will typically be cropped.

Graphics allow you to say something in an image with a combination of pictures and text. Both funny pictures and informative pictures can be successful. You can make your own graphics with [Canva](#), which is an easy to use, free online graphic editor. A great time to make and share graphics is for holidays or popular events.

For example, one of our most successful graphics ever was our “The Oscars are Union Made” tweet, which was retweeted 170 times and was liked 261 times.

By tapping into the conversations that were already happening online about the Oscars, we were able to get our post in front of more people than usually see our posts.

You can also post old pictures with the hashtag **#TBT**, which stands for “Throwback Thursday.” If you have a picture from a meeting a few years ago, a show you worked on a few months or years back, etc, Thursdays are a great time to share.



Planning to watch the Oscars tonight? Take a moment to thank the union stagehands, hair and makeup artists, broadcast technicians, riggers, camera operators, wardrobe workers, lighting and audio engineers, and everyone else who makes the show possible! **#unionpride #1u**



3:33 PM - 4 Mar 2018

170 Retweets 261 Likes

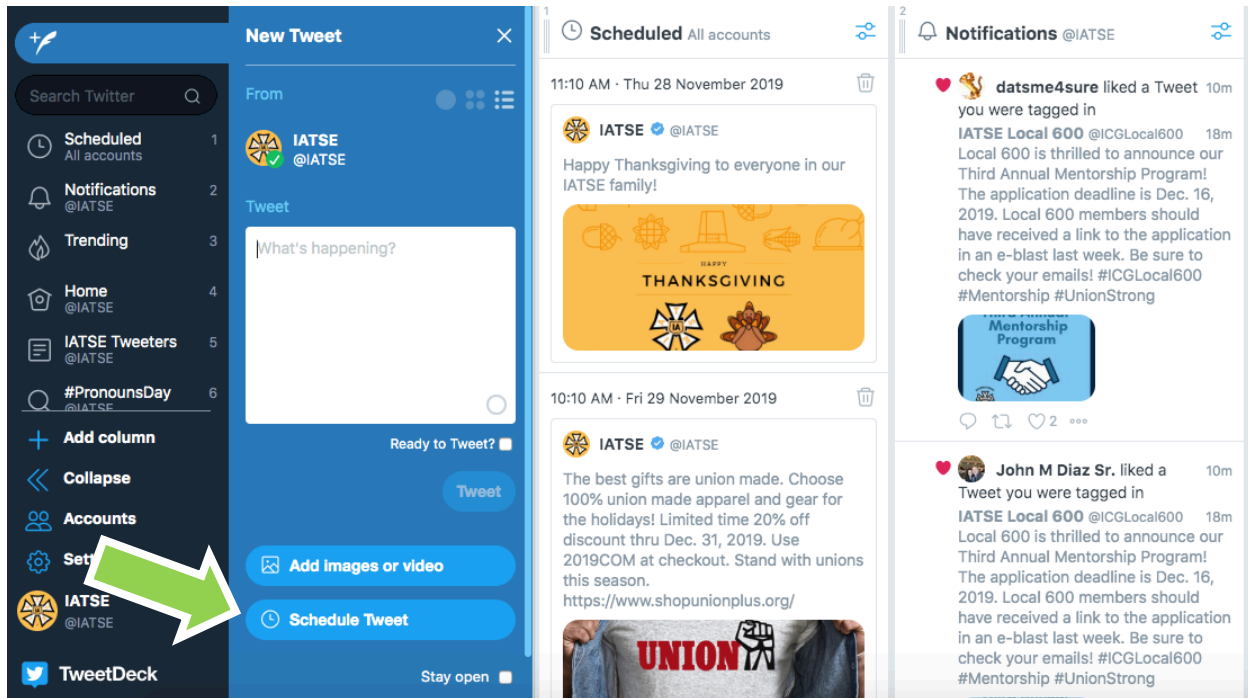


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TWEETDECK

Tweetdeck is social media dashboard application that can help with managing your Twitter account. It allows you to schedule tweets in advance, keep track of who is tagging or mentioning you, #s (hashtags), trends, and your lists all in one convenient place.

Once you are logged in to your twitter account go to <https://tweetdeck.twitter.com/> which will automatically link your account to Tweetdeck.



To schedule a tweet, click on “tweet” and then go down to “schedule tweet” below the text box. Clicking the schedule will bring up a menu for you to choose when your Tweet goes out.

If you want to send a Tweet immediately, click the “Ready to Tweet” checkmark, then click the “Tweet” button.

INSTAGRAM

Instagram is a photo-based sharing program, which makes it an excellent way to show off the beautiful work your local does. It has 94 million active users in the U.S. and Canada, and is growing fast. It is important to note that Instagram is primarily a mobile platform, meaning it works best from a smart phone but can also be used through the Facebook “Creator Studio”.

We work in a very visually-driven industry, and while we are not normally “seen”, our work is. It’s important for people to know that there is someone behind the camera, and union workers behind the scenes making it all happen. Instagram is one of the best ways to establish our brand and demonstrate our importance in the entertainment industry to the public.

MAKING AN ACCOUNT

Instagram is, more than other social media sites, managed on your phone. The posts you create can be viewed on a computer or tablet, but you can only post from a smartphone. Download the Instagram app to any iPhone or Android device, and create a new account. When choosing a “handle”, @IATSELocalX is the best format.

FOLLOWING

Just like on Twitter, you will need to follow other people in order to see their photos and get them interested in following you. Consider following these accounts:

- IATSE (@IATSE)
- Other Unions and Locals
- Venues or production studios in your area. (This can be a great relationship to develop, especially among places that hire under union contracts. Consider tagging those venues or studios in your own posts to develop these relationships.)

CUSTOMIZE YOUR PROFILE

Instagram's interface is meant to be viewed on mobile devices, so things are kept simple. The clean home page doesn't have backgrounds or cover photos.

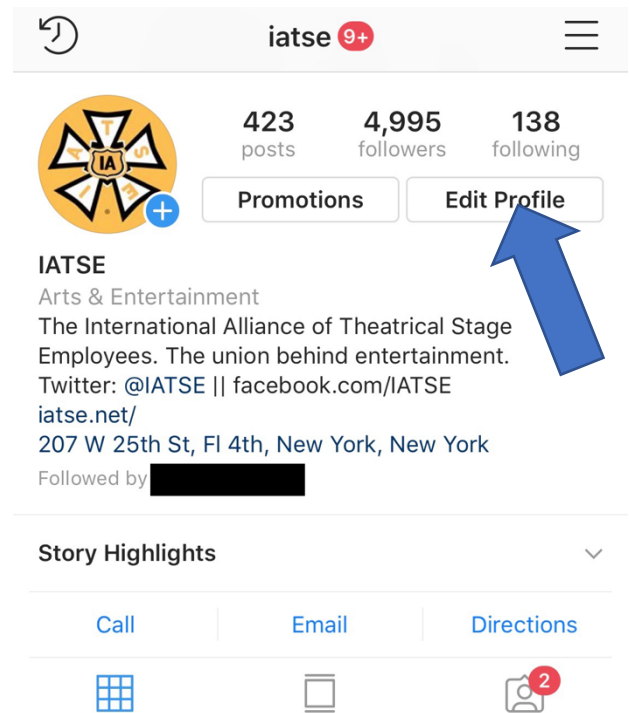
However, Instagram does allow you to set a profile picture, which will show as a small icon on your brand page and next to all of your posts. To change your profile photo, click "Edit Profile" and then click "Change profile Picture."

You can also change your bio, which should be a description of who you are, and what you're about. The Bio

POSTING PHOTOS

Instagram is all about making your work look visually pleasing. Whether it's from your smart phone or a separate camera, try to post the highest quality photos possible.

Instagram also offers several "filters" to add personality to photos. However, for a professional or business account, like your Local Union's, simpler is usually better. You can add a filter that enhances the color or mood of your photograph, but try to keep your images natural looking.

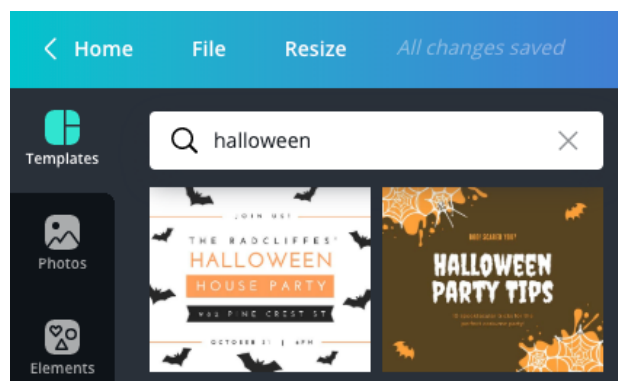


CANVA

Canva is an easy-to-learn tool that will help in creating custom graphics for an array of needs, from flyers and event announcements, to creating text overlays and basic photo editing.

CREATING GRAPHICS

Canva has hundreds of samples and templates to choose from, all of which are searchable using the search bar at the top left of the screen. You can search for themes based on the method of presentation like, “flyer”, “card”, “infographic”, and “newsletter” or search based on the holiday or type of event such as “Veterans Day” or “birthday”. Once you have selected a template you’d like to use, you can add elements, text, and stock photos using the vertical selection bar on the left side of the screen. Adding elements and different fonts will help personalize and differentiate your graphic from the stock version.



FAQs

Here are some frequently asked questions and answers about social media as they relate to your local.

Q: HOW DO I CONTROL A CONVERSATION ON FACEBOOK? HOW DO I DEAL WITH A MEMBER POSTING NEGATIVE THINGS?

A: First and foremost, you are controlling the Page. You have the ability to delete or hide comments and block users. If someone is stirring up trouble, you can send them a message asking them to stop. If they don't stop, you have every right to block this user from commenting on the Page. On the IATSE's Facebook Page, we have posted this in our rules:

“Disclaimer: The IATSE Facebook Page is not an official means of communication with the IATSE International.

IATSE retains discretion to determine and remove inappropriate content, which includes but is not limited to material that is:

- *Illegal, obscene, defamatory, threatening, or that abuses intellectual property rights,*
- *Soliciting or self-promotion that is, or is seen as spam and adds little value,*
- *Confidential internal matters that should not be discussed via social media,*
- *Speaking on behalf of IATSE when unauthorized to do so.”*

This way, users know the ground rules before they start interacting with your Facebook Page, and the circumstances under which you would delete a comment are clear.

Also, there is a setting you can activate that blocks comments with certain words:

- Click **Settings** at the top of your Page → **Page Moderation** → Type the words you want to block, separated by commas. You'll need to add both the singular and plural forms of the word you want to block → **Save Changes**
- **TO HIDE COMMENTS:** Simply click on the three dots to the right of the comment and select "hide comment". This will make the comment invisible to anyone other than the poster or a person who has commented on their comment. Hiding is advantageous when compared to deleting because the comment writer is not given a notification about the hide activity.

You can also block different degrees of profanity from appearing on your Page. Facebook determines what to block by using the most commonly reported words and phrases marked offensive by the community. To turn on the profanity filter:

- Click **Settings** at the top of your Page → **Profanity Filter** → **Off/Medium/Strong** → **Save Changes**

Q: DOESN'T USING SOCIAL MEDIA TAKE UP A LOT OF TIME?

A: Not necessarily. **Social media is an important investment in the perception and growth of your local.** Remaining active, creating/finding content, and responding to comments can take a lot of time. If your goal is to do those things, we recommend you designate an officer whose job it is to maintain your social presence, rather than spread it across several officers, or assume the president or business agent will take care of it. You can also talk with members and find out if anyone else is interested in learning the ropes and overseeing the accounts, and designate them as a part-time social media manager, sort of like hiring a webmaster. On the other hand, it is not necessary that your local runs active social media accounts on all three platforms. It's better to be great on one platform than to be mediocre on many, and even a little bit of effort from leaders of your local can go a long way.

If the concern is the time spent learning to use the interfaces, and you're unsure about how to use them but do not want to entrust it to a local member, try making a "dummy" account first and get used to how each website works, and then create your real account. It'll make the transition process much easier.

Q: WHAT IF MEMBERS SIGNED A NON-DISCLOSURE AGREEMENT AND THEY ARE POSTING PICTURES FROM SET?

A: Make sure your members know: if the content is questionable or might reveal a secret, do NOT post it. Wait until after it's out or the NDA expires. Members should check with their employer or a producer before taking any photos on a set or job site. Local unions should confirm

that the members received permission to take any photos before sharing or posting them. Social media is supposed to be fun, but it's not worth risking a job over.

If you see a post on any social media platform that you believe might violate an NDA or contain sensitive information from a set, reach out to the poster and remind them that they may be in violation of their contract.

ADDITIONAL RESOURCES

IATSE SOCIAL MEDIA TRAININGS

iatse.co/unioncomms

The IATSE Communications Department has run labor union-centric Twitter and Facebook trainings for New York City-area labor unions in conjunction with the New York City Central Labor Council. We've recorded these trainings to make them available to IATSE members everywhere. Scroll down to "IATSE's Social Media Trainings for Unions" to view the YouTube videos.

AFL-CIO DIGITAL TRAINING SERIES

<https://aflcio.org/what-unions-do/resources-union-activists/digital-trainings>

The AFL-CIO has a very robust online presence. The link above will take you to a page with everything you could possibly need to know about using social media – **and it's tailored toward unions.**

CORNELL UNIVERSITY INDUSTRIAL & LABOR RELATIONS SCHOOL

<https://www.ilr.cornell.edu/>

Offers courses on labor and communications, and qualifying IATSE members can use LEAP funding to reimburse classes.

Lynda.com

Lynda.com offers over 3,500 online courses taught by recognized industry experts and working professionals in Communications, Marketing, Design, Web, and more. The IATSE Training Trust Fund offers free annual Lynda.com subscriptions to members in good standing and local union staff. Learn more about this partnership here: <https://www.iatsetrainingtrust.org/lil>

SHAREABLE IMAGES

- Adobe Photoshop
- canva.com (free) – Canva has pre-sized templates for creating custom Facebook and Twitter cover photos and posts.

FEEDBACK

Send us feedback for this guide! Take a look at the questions below and send your answers to comms@iatse.net.

- Which part of this guide did you find most useful and why?
- Was there any part of the guide you would have changed/omitted/added?
- Please add any other comments or suggestions that you may have.