



MUSEUMS PARTNERSHIP READING

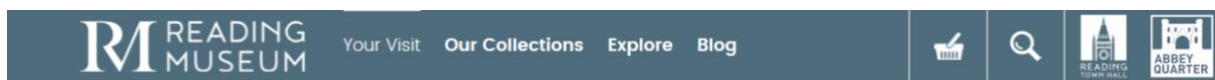
Digital Content Volunteer

Role description

Why do we need digital content volunteers?

We are looking for sociable, creative individuals to join our volunteer team and support staff with online engagement for Reading Museum and the Reading Abbey Quarter and The Museum of English Rural Life (The MERL).

We are seeking volunteers to help bring our digital and social media portfolio to life by creating vivid and engaging digital content that showcases the history of the institutions, its collections, and the place of Reading itself.



Events

- All Events
- Family events
- Special Exhibitions
- Talks + Tours
- Workshops
- Calendar



Museum Sewing Group

Reading Museum
16 Oct 2018
Workshops



The BIG Draw Sewing Demonstration: Bayeux

Bayeux Gallery, Reading Museum
22 Oct 2018
Family events



The BIG Draw with Reading Guild of Artists

Reading Museum
22 Oct 2018
Family events

What will you do?

We welcome applicants with experience of creating any kind of digital content, no matter what that might be.

The kind of tasks you could be involved in, depending on your skills and interests that you'd like to develop with us, could include:

- Online marketing of our events and family activities
- Developing, researching and writing blog posts
- Creating social media content and assisting with social media calendars across Facebook, Twitter and Instagram
- Graphic design to support events
- Recording and developing video content
- Helping keep our websites up to date
- Adding and promoting products on our online shop

This role will suit you if you:

- Have excellent communication skills
- Have demonstrable experience of producing digital content
- Are interested in gaining experience of working in digital media for a heritage organisation
- Are passionate about heritage and keen to learn more about the history of the local area
- Are enthusiastic, confident and proactive
- Have an interest in Reading's heritage

What will you get out of it?

We want you to get as much as possible from the role. You will have the opportunity to use your existing digital skills in a creative way in the workplace and develop your online marketing skills. It's also a great way to meet new people and learn more about Reading Museum and the Reading Abbey Quarter.

You will be encouraged to pursue one project which interests you, alongside creating content as needed by the museum team.

How much time will it take up?

This role is for approximately 4 hours a week. We are flexible in order to fit around other work or study commitments. You will be assigned a supervisor, who will organise regular catch-ups to organise content for the coming weeks.

For your information

Museums Partnership Reading prides itself on maintaining our Investing in Volunteers accreditation in 2019.

We provide training and support to our volunteers to help them do well in their roles. As part of the registration process, we will also discuss what you hope to get out of volunteering with us and how we can help you achieve this.

To apply

Read through our volunteer policy (found under 'Get Involved' at www.readingmuseum.org.uk) and complete the volunteer registration form. Email your form to museum.visiting@reading.gov.uk

If we think you are suitable for this role, we will invite you to an informal interview.