

Communications Volunteer Role

Description

About the Museum: We are a small independent museum (affiliated to the Association of Independent Museums) and a CIO registered with the Charity Commission. The museum is staffed and run entirely by volunteers. It focuses on the history and heritage of Marlow and its surrounding villages of Little Marlow, Marlow Bottom, Bisham, Medmenham and Greater Marlow. The museum opened in 2009 and is currently working towards Accreditation with Arts Council England. Our long-term aim is to acquire larger premises to do greater justice to the fascinating history and heritage of this beautiful area.

The Role of Communications Volunteer: This is a new volunteer role and combines marketing, creativity and IT skills.

Responsibilities:

Designing and distributing leaflets and posters to publicise the museum's activities.
Posting regularly on various social media to keep the museum in the public eye.
Working with the Chair and others to produce a lively quarterly Newsletter and ensure it is sent to all trustees, volunteers, members and supporters.
Working with the Secretary and others to produce the Trustees' Annual Report for the AGM and the Charity Commission, using content supplied by the trustees.
Liaising with the Website Volunteer to maintain the appeal of the museum website to young and old.

Responsible to: the Chair of Trustees or other named person.

Hours: Averaging at 1 day a week, over the year.

Frequency: Negotiable. Ideally once a fortnight, for a minimum of six months.

Essential skills:

IT skills – use of various social media; ability to design a variety of publicity materials.

Marketing experience

Willing to follow procedures but use own initiative and seek advice when appropriate.

A team player, able to get on well with trustees and volunteers.

Rewards:

The chance to learn new skills and build up existing ones

The opportunity to make new friends and work within a team

Satisfaction of playing a key role in the museum.

Social events.

How to Apply: Please fill out the application form and send it to contact@marlowmuseum.org or, Marlow Museum, Court Garden, Pound Lane, Marlow SL7 2AE