

# Role Profile: Digital Volunteer



## Purpose of Role

To support the Curator with the Museum's digital activities in order to expand and develop the Museum's audiences.

## Anticipated Time Contribution

Flexible – anticipated to be around ½ day per week, with the possibility of more if requested.

## Main Activities or Duties

*Your duties may encompass only some, or several of these areas. These will be discussed with you.*

- Writing content for the Museum's Facebook page
- Writing content for the Museum blog
- Collating other volunteer's research or writing for the blog or other platforms
- Making updates on and writing content for the Museum website
- Researching and updating content on Pinterest
- Supporting the work undertaken to upload photographs onto our Flickr site.

**You may also be required to keep a timesheet detailing the hours and tasks you have undertaken which relate directly to the HLF project. These must be given to the Assistant Curator at the end of each calendar month.**

## Qualities

- You won't necessarily have had any experience in this field, but a willingness to learn, and an aptitude for computers is required.
- An enthusiastic and friendly approach, which comes through in your writing style is very beneficial.

## Training

- A general induction will be given by the Curator. The induction will include a brief introduction to the museum, museum policy and procedures, health and safety guidance, general responsibilities and terms and conditions as outlined in the induction checklist.
- Individual training needs will be identified and facilitated as required- you do not necessarily need to have had any prior experience in this field.
- There may be the opportunity to attend training sessions led by the South West Federation of Museums and Art Galleries or the Dorset Museums Association.

## Location

Depending on space, you may be required to work at the Museum, Coach House, or possibly your own home. This can be discussed with you.

## Reporting to

The Curator is your line manager- but you can always ask for support from the Assistant Curator or Community Engagement Officer if the Curator is not available.

**Benefits**

- Meeting new people
- Learn new skills and develop existing ones
- Opportunity to work as part of the museum team
- Opportunity to contribute towards a major capital redevelopment
- Access to lots of tea and biscuits
- Learn more about Bridport and its history



**Notes**

Not every part of the museum or the stores has disabled access.

We would like each volunteer team to be able to contact each other to share ideas, concerns and information. Would you be happy for your email address to be shared with other members of the team?

If so, please provide your email address here: .....

