

Volunteer Role Description

Marketing Assistant

What is a volunteer Marketing Assistant?

Our Marketing Assistants support the volunteer Marketing Lead in managing the museum's digital presence, creating and scheduling engaging content across platforms to attract visitors and promote events.

What's involved?

- Planning, drafting and scheduling event listings, blog posts, news articles and associated imagery into Wordpress website (could be done in batches, so all events could be set up in March, for example).
- Sharing content with the volunteer creating our newsletters.
- Batch creating and scheduling core social media content - 3 posts a week to Facebook and Instagram.
- Work will be delegated by the Marketing Lead and will target strengths and experience.

This role will suit people who...

Are interested in marketing and want to gain more experience. Have a talent for creating social media content and posting to various platforms. Are tech savvy and proactive.

What's in it for you?

- Broadening your marketing experience.
- Playing a key role in shaping the museum's digital presence.
- A role that can be shaped to fit your lifestyle.
- Enjoying being part of a passionate team of volunteers.

Place of work: The Witney and District Museum and remote.

Time Commitment: Approx 3-5 hours per month.

Training: Training and support will be provided.

Expenses: Regretfully, the museum is unable to pay travel expenses. Purchases to support your role will be reimbursed if signed off in advance by management team.

This role is purely voluntary and does not create a legally binding arrangement or employment contract