



VOLUNTEER ROLE DESCRIPTION

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| Role title: | Marketing and Publicity Volunteer |
| Background and Role purpose: | <p>East Grinstead Museum is a unique and valued part of our community, telling the fascinating story of our town, and housing the archive of plastic surgeon Sir Archibald McIndoe, who worked at Queen Victoria Hospital.</p> <p>The museum is a charity which, despite its importance to our local heritage, has very limited funding. We, the Trustees and Museum Manager, rely on our large team of dedicated volunteers, who fulfil a wide variety of roles, to ensure the museum stays open and free to everyone.</p> <p>The Marketing and Publicity Volunteer will champion our enterprise, helping to tell people about the museum and promoting what we do.</p> |
| Role description: | <ul style="list-style-type: none"> • Identify interesting areas of our programme and communicate them to relevant audiences • Create relevant advertising to communicate with the public – such as press releases for local newspapers • Working with our Social Media Volunteer, help advertise museum activities on our social media platforms and the website • Working with the Collections, Research and Exhibition teams, produce publicity material for the museum’s exhibitions, activities and events |
| Attributes for the Role: | <ul style="list-style-type: none"> • Excellent written communication skills • Creative writing and design abilities • Enthusiasm for communications and marketing, and a willingness to learn • Good organisational skills • Able to work as part of a team, or on your own • A passion for the work of the museum and the ability to enthuse others |
| Where: | Based at East Grinstead Museum, Old Market Yard, Cantelupe Road, East Grinstead, West Sussex RH19 3BJ, together with remote working from home |
| When: | Flexible hours, to suit your availability, but ideally a commitment of at least three hours a week. |



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| <p>Benefits for you:</p> | <ul style="list-style-type: none"> • Work in a committed and friendly team • Make new friends and contacts • Develop knowledge about East Grinstead and the surrounding areas • Use your skills in a different way and develop new ones |
| <p>Our commitment to you:</p> | <ul style="list-style-type: none"> • Full induction and ongoing training to enable you to carry out your role • Regular meetings for volunteer updates • Car parking • Free refreshments when you are on duty • Staff discount in the museum shop |
| <p>Like the sound of this role</p> <p>Or,</p> <p>Not quite for you, but you would like to know more...</p> | <p>Come in for a chat and a look round the museum, meet the team, have a taster session before you make up your mind.</p> <p>Why not ask about other opportunities in visitor services, administration, IT, social media, and many more areas?</p> |
| <p>Please contact: Updated May 2022</p> | <p>Jonathan Parrett, Museum Manager: manager@eastgrinsteadmuseum.org.uk 01342 302233</p> |