

Weston Museum Administration Team

Social Media support

Volunteer Role Description

Role Title	Social Media Support Volunteer
Role Summary	To support the museum staff with day to day social media tasks. This is a specific role and will require a comprehensive knowledge of social media.
Purpose	To engage with the museum's audience and maintain interest during the closure and onwards by utilising and expanding the museum's social media activity
Activities/Tasks	<ul style="list-style-type: none">• Compose and schedule regular posts on social media pages.• Respond to enquiries from followers.• Track responses/audience growth and likes.
Time Commitment	½ day per week, initially for 3 months, then longer if desired. Can include some home-working for research purposes, but will mainly be office based. Would possibly suit student looking for Summer placement opportunity and wanting to work more hours per week over a shorter time span
Skills/Interests	<ul style="list-style-type: none">• Social media skills essential for this role.• Good social skills, outgoing and friendly• Organised and reliable, with resilience and tenacity• IT skills.
Training Offered	<ul style="list-style-type: none">• Museum and Health & Safety Inductions• An internal introduction to the museum's various digital systems and communication channels, including, digital engagement and social media channels• On-going opportunities to attend external training, when available, with the South West Federation of Museums
Notes	Will include use of display screen equipment
For more information, contact:	Museum Outreach Assistant, Lisa Clemons (volunteer coordination) or Museum Supervisor, Katherine Bell museum@wsm-tc.gov.uk/01934621028