

**Weston Museum Writing Team**

**Print & Digital Media Writer**

**Volunteer Role Description**

<b>Role Title</b>	<b>Print and Digital Media Writer</b>
<b>Role Summary</b>	To create informative written pieces in conjunction with the 'on this day' project, that are suitable for blog posts, articles, social media posts and press releases.
<b>Purpose</b>	To keep the museum's momentum going during the closure by supplying the community and museum followers with interesting information.
<b>Activities/Tasks</b>	<ul style="list-style-type: none"><li>• To research and write about interesting events that happened locally 'on this day'. That can be used in basic form for social media or more in depth form for blogs, newsletter articles.</li><li>• Work can be combined with or contribute to local information sheets project role (see Local History Researcher role description)</li></ul>
<b>Suggested topics</b>	<ul style="list-style-type: none"><li>• Anything of local interest that can be linked to the museum.</li><li>• Collection items and their history.</li><li>• Volunteer experiences.</li></ul>
<b>Time Commitment</b>	Project timespan is on-going so flexible hours, can include home-working. There are monthly meetings where attendance is optional, but encouraged.
<b>Skills/Interests</b>	<ul style="list-style-type: none"><li>• Creative thinking</li><li>• Writing skills</li><li>• Organised and reliable</li><li>• Computer literate</li></ul>
<b>Notes</b>	Project requires independent work and use of external resources, some information and access to a computer can be provided within the office, but work is mainly self-led
<b>For more information, contact:</b>	Museum Outreach Assistant, Lisa Clemons (volunteer coordination) museum@wsm-tc.gov.uk/01934621028