



The Heath Robinson Museum in Pinner Memorial Park, Pinner was opened in October 2016 and is an international centre for the appreciation of the work of William Heath Robinson. It welcomes people of all ages, abilities and backgrounds to enjoy and learn from the artist and themes related to him or his work.

Volunteer role title: Events Promotion Officer – Learning Volunteer

Purpose

To support the Museum by publicising the learning programme.

- To encourage people of all ages to participate in a range of activities and events
- To promote activities and events, ensuring good take-up
- To build a community of support for the Museum among a variety of audiences

What's involved?

The Events Promotion Officer will work with the Learning Officer and Learning Team and the Marketing Team. Tasks include:

- Becoming familiar with all aspects of the learning programme
- Producing and scheduling posts for the Museum's social media pages – Facebook, Twitter and Instagram
- Promoting activities and events on established listing platforms and advising on additional ones
- Distributing leaflets, posters and other publicity materials to libraries, community centres and other relevant locations to help promote the museum and programme

What skills and experience do you need?

You should:

- Understand the use of social media and their various audiences
- Have excellent writing skills

- Be computer-literate
- Be well organised, reliable, self-motivated and able to keep to deadlines
- Friendly outgoing and with good people skills
- Committed to equality and diversity

What's in it for you?

You will be able to use your skills and experience, perhaps in a different field from your previous work. You will be helping to contribute to the success of the Heath Robinson Museum. We are a friendly, active volunteer team and there is plenty of opportunity to meet people and be involved in events. Like all our volunteers, you will get a 10% discount in our shop, 10% off event tickets when purchased at the till & free entry to museum exhibitions.

How much time do you need to give?

10 – 12 hours approximately 1 week per month.

Location

Writing, editing and posting can be carried out at home and you would need to visit the Heath Robinson Museum in Pinner Memorial Park for meetings.

Contact

For an application form or to discuss anything, please contact Claire Linge, The Museum Learning Officer, claire@heathrobinsonmuseum.org



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