Volunteer Role: Marketing Assistant

Purpose

This is an ideal opportunity for a dependable person who wants to contribute to creating online content and managing social media accounts in a museum context. We are seeking a volunteer with competent marketing skills to help raise awareness of the Heath Robinson Museum, its exhibitions, events and wider activities through regular, engaging social media posts.

What's involved?

- Plan and schedule posts within a framework provided by the communications lead.
- Write copy using supplied content and materials.
- Suggest and plan evergreen posts about the museum and its collection.
- Manage day-to-day posting with guidance and regular check-ins.
- Shape additional tasks around your strengths and interests.

What skills or experience will you need?

- An interest in social media.
- An organised approach and confidence working independently.
- Willingness to suggest ideas and ask for guidance when needed.
- Some experience creating social media content—this need not be professional.
- An interest in museums, art or illustration would be welcome.

What's in it for you?

- Make a difference by helping to support a key community asset.
- Enjoy the social aspect of being part of a friendly, local team.
- Use your practical skills and knowledge in a new, rewarding environment.
- The schedule is flexible and can be arranged around your personal commitments.
- Support: You will have a named point of contact who will provide support and guidance.
- 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. We can reimburse public transport travel expenses up to £5 per day and provide free onsite parking for volunteers.

How much time do you need to give?

Approximately 4 hours a week.

Location

Remote with occasional face to face meetings at West House & Heath Robinson Museum, Pinner Memorial Park, West End Lane, Pinner, HA5 1AE

Contact

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