

Volunteer Role Summary: **Admin & Media/PR Assistant**



Ever wondered how such a large and diverse festival runs? Join the friendly and dedicated Heritage Open Days team, and develop your skills and contact network. You'll play a key role researching and promoting highlights for England's largest grassroots heritage festival - there's no better way to get an overview of the sector.

By getting involved, you could...

- Gain insight into the variety and complexity of the heritage sector, making valuable contacts along the way
- See your work featured on the national website by curating the festival spotlights
- Gain experience of working in a busy office environment preparing for a major national festival
- Develop your skills and contacts, working alongside media professionals

What's involved?

- Respond to enquiries, source images and provide information for stories
- Research and write content for the website and local organiser communications to engage participants and the wider public with this year's themes
- Support the smooth delivery of stakeholder events including the HODs party
- Assist with registration: proof reading entries and following up queries to pull together the 5,500 events in the online directory

You will enjoy the role if you:

- Have good attention to detail and excellent written English with some creative flair for presenting case studies and stories
- Feel confident in communicating with a wide range of people in a friendly manner
- Can respond quickly to requests and work to tight deadlines
- Are computer literate and comfortable researching databases and writing content for the web
- Are interested in history, architecture and cultural heritage, and in exploring and connecting with people across the cultural sector



This is a voluntary role. This role summary isn't legally binding or a contract.

Extra information

Interview	20/23/24 March (TBC)
Start	As soon as possible following appointment
Location	20 Grosvenor Gardens, London, SW1W 0DH
Time commitment	p/t for 6months – 2-3 days/wk (Days can be arranged flexibly – including staggering the days so that initially there would be fewer, building to more over the busy summer period. But you won't want to miss the evening of 3 rd June for the national HODs party.)
Training	Induction day to meet the team and discuss the role. Followed by ongoing support for the role and your wider career ambitions.
Expenses	Lunch and travel costs between home and volunteering place will be paid
Staff Contact	Alex McCann, Heritage Open Days Officer 020 7824 7180 alex.mccann@heritageopendays.org.uk

About Us...

Heritage Open Days is England's largest grassroots heritage event and part of European Heritage Days. Nationally coordinated by the National Trust, it is run locally by a large range of organisations, community champions and thousands of volunteers. Together they put on an annual festival in September celebrating local history and culture with thousands of events and extraordinary sites opening up across the country.

Last year 5794 events attracted over 2.4 million visitors. All the events are free and past activities have ranged from tours of Oxford's Hotel Malmaison (once better known as the prison from Porridge) to a drain spotting tour of Sheffield, and a pop up escape room in Winchester.

Find out more at: <http://www.heritageopendays.org.uk/>

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Check us out on Instagram: <https://www.instagram.com/heritageopendays/>



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