

Volunteer Role Summary: 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
- See your work featured on the national website by curating festival spotlights
- Gain experience preparing for a major national festival
- Develop your skills and contacts within the sector, working alongside media professionals

What's involved?

- Research, develop and write content for our website, social media channels and organiser communications to engage participants and the wider public with this year's event & themes.
- Respond to enquiries, source images and provide information for stories
- Shadow and support the wider national team in the build up to the festival.

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

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| Interview | Week beginning 1st June (TBC) |
| Start | As soon as possible following appointment |
| Location | Remote Working / 20 Grosvenor Gardens, London, SW1W 0DH |
| Time commitment | p/t for 3 months – equivalent to 1-2 days/wk (hours and days flexible). To get the most out of this opportunity you will need to work throughout the summer until the end of the festival on 19th September. |
| Training | We will provide in depth induction, training, guidance and weekly 1 to 1 support throughout your time with us. |
| Expenses | Out-of-pocket travel costs between home and volunteering place will be paid, and other reasonable expenses agreed in advance |
| Staff Contact | Alex McCann, Heritage Open Days Officer alex.mccann@heritageopendays.org.uk |

At present, we plan for this to be a remote volunteering opportunity, with an option to join the team at our London offices (dependent on COVID restrictions at the time of volunteering).

About Us...

Heritage Open Days (HODs) is England's largest grassroots festival of history and culture, as part of European Heritage Days. Bringing together over 2,200 organisations, and more than 53,000 volunteers across the country, HODs helps celebrate our rich and diverse heritage. Nationally coordinated by the National Trust, HODs is locally run by a large range of organisations, community champions and volunteers. Together they put on an annual festival every September celebrating local history and culture with thousands of events and extraordinary sites opening up across the country.

Every event is free to attend, and past activities have ranged from traditional heritage walks & talks to exclusive tours, openings & activities. HODs has a proven track record of delivering a range of benefits for visitors, organisers and volunteers. In 2019, over 5700 events attracted over 2.4 million visitors. In response to COVID-19, last year's festival included both in-person & digital events for the first time. After months of lockdown, HODs gave visitors opportunities to rediscover the richness of their local heritage, as well as providing local organisations the opportunity to showcase their venues both virtually & on site.

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

Follow us on: www.twitter.com/heritageopenday

Join us on Facebook at: <http://www.facebook.com/heritageopendays>

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



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