Volunteering Opportunity – Social Media Volunteer (Works on Paper Collection)

What is the Project?

Leeds Art Gallery has a Designated Fine Art Collection which includes amazing prints, drawings, and watercolours dating from the 16th to the 21st centuries.

In addition, we run the Picture Library, a popular art lending scheme that allows members to spend up to one year with original artworks.

This role will involve assisting with developing new and exciting content across Leeds Art Gallery's Instagram, Twitter and Facebook accounts to help share our world-class works on paper collection with our digital audience. We currently have over 120,000 followers on social media.

As part of this project, the volunteer will support the Digital Engagement Officer and the Assistant Curator of Fine Art in planning, developing and evaluating social media content.

What's in it for you?

- Be part of an exciting and friendly team of volunteers and experienced staff
- Gain experience of managing institutional social media accounts
- Assist with planning and developing exciting content for digital audiences
- Gain experience of photographing and filming artworks in engaging ways
- Learn how to handle both framed and unframed artworks
- Develop a variety of research and communication skills
- Learn different digital audience engagement strategies
- Familiarise yourself with TMS (The Museum System), our collection management system
- Hands-on experience of museum work
- Take up a rare chance to go behind the scenes at Leeds Art Gallery
- Training will be given in all aspects of this role

What's involved?

- Attending relevant training and induction
- Assisting with researching artists and artworks
- Contributing to our social media presence by scheduling and live-posting engaging content
- Assist with creating relevant content based on our works on paper collection and current social media trends and tropes
- Reviewing weekly content
- Helping us promote our Picture Library
- Help us make the collection more accessible to a wide range of audiences.

The role will suit you if you… are enthusiastic, engaging and reliable.

Good communication skills and IT skills are essential to the role.

You should also have good research and attention to detail skills. You must have an understanding of Facebook, Instagram and Twitter and be able to use Microsoft Word and basic photograph editing tools.

You must be familiar with, or be willing to learn how, to operate an iPhone. Ideally you will have a keen interest in art from different periods and learning and gaining some experience in working in an art gallery. You should be able to carry out tasks both with and without supervision when required. Volunteers should be able to work wearing protective gloves when handling artworks and be willing to abide by the **Council's code of conduct.**

We welcome applications from all sections of the community.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Location:	Leeds Art Gallery, The Headrow, LS1 3AA
Time commitment:	One day a week (10am-3pm)
Day:	Thursdays
Duration:	8 weeks starting from 19 September
Expenses:	Out of pocket travel costs between home and your volunteering place will be paid up to the value of £6.00 per day.
Further info:	For further information contact Laura Claveria, Assistant Curator of Fine Art on laura.claveria@leeds.gov.uk or Megan Jones Digital Engagement Officer megan.jones@leeds.gov.uk
Closing date:	Applications must be received by midnight on 22 August 2019. Interviews will take place on 4 September.
Intended start date:	19 September

If you are interested, please complete the application form on the downloads page of our website https://museumsandgalleries.leeds.gov.uk/volunteer/ and send it by email to: volunteer@leeds.gov.uk or contact Sarah Neville, Volunteer Coordinator, on 0771 2215849 to request an application form.