

### Membership and Communications Volunteer



#### What is a Membership and Communications Volunteer?

This role works closely with the Society's Communications and Events Manager, experiencing the full range of membership, administration and communications tasks connected with the society's 600+ professional sculptor members. Enthusiasm for research and updating databases is vital for this computer-based role in the Society's historic Head Office on Old Brompton Road.

<p><b>What's in it for you?</b></p>	<ul style="list-style-type: none"> <li>• Develop your computer literacy</li> <li>• Gain tangible best-practise communications and arts admin experience</li> <li>• Enhance your knowledge of sculpture/three dimensional art</li> <li>• Be part of our community of sculptors, artists and curators</li> <li>• Join a small and welcoming team</li> <li>• Be involved with a positive and engaging volunteer culture including social events, outings and access to all the information you need as a volunteer online through FindMyShift</li> <li>• A reference when you have volunteered with us regularly for 6 months</li> </ul>
<p><b>What's involved?</b></p>	<p>As part of a small and lively team tasks may vary from week-to-week but will include the following activities:</p> <ul style="list-style-type: none"> <li>• Research opportunities for the weekly Society Members EBulletin</li> <li>• Assist with maintaining the members database</li> <li>• Assist with Archive enquiries</li> <li>• Assist with updating Members' Online profiles</li> </ul>
<p><b>This role will suit people who...</b></p>	<ul style="list-style-type: none"> <li>• Have an interest in gaining experience within the Arts and/or a Membership Organisation</li> <li>• Have a high proficiency in the English language including a strong ability to edit copy and proof read</li> <li>• Have a strong attention to detail</li> <li>• Are computer literate and would happily be computer based</li> <li>• Are interested in sculpture/three dimensional art</li> <li>• Are organised and enjoy working systematically</li> <li>• Are enthusiastic and reliable</li> <li>• Will be happy to work independently when required</li> </ul>

<b>Availability</b>	Volunteers are encouraged to make a weekly commitment of one or two days
<b>Main contact</b>	Louise Sanders, Communications & Events Manager
<b>Training/Resources</b>	<ul style="list-style-type: none"> <li>• The Communications &amp; Events Manager will give you specific briefing and training as needed</li> <li>• The Volunteer Co-ordinator will give you a volunteer induction</li> <li>• Additional internal, and potentially external, training as appropriate</li> </ul>
<b>Getting to the Society</b>	<ul style="list-style-type: none"> <li>• The nearest tube stations are South Kensington and Gloucester Road (both Piccadilly, Circle and District Lines)</li> <li>• There are several bus stops within walking distance</li> <li>• We reimburse travel expenses up to £8 per day</li> </ul>
<b>This sounds interesting... How do I get involved?</b>	<p>Please get in touch by completing an enquiry form, available at: <a href="https://sculptors.org.uk/support-us/volunteer-us">https://sculptors.org.uk/support-us/volunteer-us</a></p> <p>If you have any questions you can contact Dan Curtis by emailing <a href="mailto:learning@sculptors.org.uk">learning@sculptors.org.uk</a> or telephoning 020 7373 8615.</p> <p>Prospective volunteers will be invited to an informal interview to discuss the role further in person.</p>
<p>The Royal Society of Sculptors values the involvement of volunteers; they enhance our scope and bring in new ideas and perspectives. We are committed to offering volunteer opportunities of a high standard and welcome feedback.</p>	