

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.

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

Availability	Volunteers are encouraged to make a weekly commitment of one or two days
Main contact	Louise Sanders, Communications & Events Manager
Training/Resources	<ul style="list-style-type: none"> • The Communications & Events Manager will give you specific briefing and training as needed • The Volunteer Co-ordinator will give you a volunteer induction • Additional internal, and potentially external, training as appropriate
Getting to the Society	<ul style="list-style-type: none"> • The nearest tube stations are South Kensington and Gloucester Road (both Piccadilly, Circle and District Lines) • There are several bus stops within walking distance • We reimburse travel expenses up to £8 per day
This sounds interesting... How do I get involved?	<p>Please get in touch by completing an enquiry form, available at: https://rbs.org.uk/about-us/work-with-us/</p> <p>If you have any questions you can contact our Volunteer Co-ordinator by emailing volunteers@sculptors.org.uk or telephoning 020 7373 8615.</p> <p>Prospective volunteers will be invited to an informal, group 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>	