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**Social Media Manager**

**Department: Digital Team**

**Commitment:** We ask volunteers to commit at least one morning a week (either Monday or Saturday 10.30-1) for a minimum of three months

The Old Police Cells Museum preserves 13 original police cells, the loaned Sussex Police collections of objects and documents and the museum’s own collection. It provides visitors with a unique opportunity to visit the old Brighton police station which comprises the male cells, female cells, male washrooms, uniform store areas, and a comprehensive collection of police artefacts and memorabilia.

We’re looking for a volunteer to support us in the digital team, specifically with our social media sites. The digital team are responsible for our digital output through our website and social media sites. This role will specifically focus on the social media aspect.

**What’s involved?**

In this role you will:

* Oversee social media posts
* Created and develop social media posts
* Follow social media trends and adapt them to the museum
* Liaise with other teams to develop posts
* Use the scheduling site *Hootsuite*
* Help grow social media following
* Manage the social media team which will consist of three social media assistants
* Help develop social media assistant’s skills

This role will be a management role within the museum so the candidate will need to have previous experience of:

* Managing social media sites particularly Instagram, Facebook, Twitter, and LinkedIn

It is desirable that the candidate has experience in managing people, either paid staff or volunteers but it is not essential.

You will also need to be:

* Enthusiastic, approachable, and friendly
* Able to communicate with a range of people
* Organised

The museum team is currently made up of two paid members of staff and a team of dedicated volunteers. Although most of the time you will be focused on working within the team you sign up to, as the team is small you will need to be willing to get involved with several activities when required. You will be able to work effectively as part of a team as well as on your own, using your initiative. You will also be required to attend an induction session so that you are aware of and comply with the relevant museum policies. On-the-job training will be provided.

**Why get involved?**

* Develop social media management for a museum
* Be a part of a friendly team
* Meet new people and contribute you time and skills to the local communities
* Develop a general knowledge and understanding of museum practice
* Gain skills and experience whilst contributing to the work of the museum

**How to get involved?**

Please email your cv and a cover letter (no longer than one A4 side) detailing why you would like to join our team and your availability by Monday 24th October 2022 to [enquiries@oldpolicecellsmuseum.org.uk](mailto:enquiries@oldpolicecellsmuseum.org.uk)

Please put SOCIAL MEDIA MANAGER APPLICATION in the subject line of the email.

Please note, due to the volume of applications, you will only hear from us if you are invited for an informal chat to assess your suitability for the role.

We look forward to hearing from you!