

Devon Guild of Craftsmen

Volunteer Role Profile

Title of role	Marketing Assistant – web listings
Location	Devon Guild of Craftsmen Riverside Mill, Bovey Tracey, Devon TQ13 9AF
Reporting to	Marketing Officer/Marketing Assistant
Hours/days	Half or 1 day per week – either Thursday or Friday only

What work will I be doing as a volunteer ?

- Maintaining the Devon Guild listings on a range of websites
- Developing our web presence through researching new sites
- Working with images and text to generate interest & expand networks
- Work with other staff to generate copy to add to relevant sites

What experience, skills, interests or attributes will I need to do this volunteer role?

- Excellent computer skills / quick to learn
- Excellent attention to detail
- Ability to write clear, accurate copy from supplied information
- Good administration and communication skills
- Familiarity with digital cameras
- Reliability

What can Devon Guild of Craftsmen offer me as a volunteer?

- Training and support in this role
- The opportunity to gain experience in arts marketing
- Chance to develop administration and writing skills
- References (after 3 months' probationary period)
- The opportunity to work at the heart of your community
- The chance to join/participate in the Guild's aim to offer opportunities for everyone to be inspired by and learn about contemporary craft