Council for British Archaeology

CBA Festival of Archaeology – Volunteer Event Moderator

Role description

The CBA Festival of Archaeology is the UK's largest celebration of archaeology, and in 2024 we will host the 32nd Festival from 13-28 July, this is also the 80th Anniversary of the Council for British Archaeology. The Festival is co-ordinated by the CBA and made possible by the collaboration of event organisers, large and small. These range from community archaeology groups and individuals to museum services and national organisations. In 2024 we expect there to be around 700 Festival events reaching a quarter of a million people.

As a Festival Event Moderator, you will be helping to moderate and manage registration of Festival events on our website and respond to enquiries from event organisers. We will also be hosting our digital events A Day in Archaeology and the Twitter based #AskAnArchaeologist Day and you will have the opportunity to get involved in the delivery of these. In return, you will get the chance to develop your IT and communication skills, learn about the work of a UK-wide charity and develop your passion and interest in archaeology and heritage. You will also have the chance to attend a Festival event to meet some of our Festival organisers, see the impact of your work and be part of the evaluation process.

The Council for British Archaeology is an independent educational charity working to promote our vision of 'archaeology for all' where everyone has the opportunity to participate in, and care for, the historic environment. We are a membership organisation and have around 6,500 members and subscribers who also receive our magazine, *British Archaeology*.

We work alongside volunteers in a number of different ways – both at our offices in York and through our projects, such as the UK-wide network of Young Archaeologists' Clubs and through involvement with our regional network of CBA groups.

Title	**Festival of Archaeology – Event Moderator,** Council for British Archaeology
Main tasks	• Moderating or uploading details of events on the Festival Website • Responding to enquiries from event organisers

	- Contributing to our series of blog posts - Feeding back on your work and monitoring activity on the Festival website.
Hours/frequency	We ask you to commit a minimum of 2 hours per week from May to the end of July 2024.
Where	Volunteering will be carried out remotely If working remotely we would ask you to join us online on a regular basis for short team meetings. There will also be the opportunity to attend a Festival event.
Skills and interests	- A good knowledge of at IT - Friendly and enthusiastic - Enjoy communicating - Enjoy being part of a team - Have an interest in archaeology and/or heritage - Willingness to learn new skills
Training given	- The work of the Council for British Archaeology - Effective communication - Using the reviewing area of the Festival website - Creating social media and blog content
Outcomes & benefits	- Gain an insight into how a charity works - Build communications skills - Help to increase access to the Council for British Archaeology - Meet new people across our networks - Free one year student membership - Opportunities to attend Festival events

 To apply for this role please use our application form and return it to Debbie Frearson, Festival Coordinator at the Council for British Archaeology at debbiefrearson@archaeologyuk.org.

Deadline is 5pm on Friday 29 March 2024.

We may invite you in for a short informal interview online. This will take place sometime in the week beginning Monday 8 April 2024.