

## Festival of Archaeology 2023 – Social media volunteers

### Role description

The Festival of Archaeology is coordinated by the Council for British Archaeology (CBA). The CBA Festival of Archaeology is the world's largest event celebrating and sharing archaeology, and in 2023 the Festival will take place from 15-30 July. 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.

As a Social Media Volunteer, you will be helping to create and share key information about the CBA Festival of Archaeology and its events with our supporters and create opportunities for us to engage with them. You will be working with our Communications and Marketing Manager to create a range of content for our social media channels and blog. 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 Festival organisers and see the impact of your work.

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.

<b>Title</b>	Social media volunteer, Council for British Archaeology
<b>Main tasks</b>	<ul style="list-style-type: none"> <li>• Contributing ideas to the development of social media campaigns</li> <li>• Drafting and posting social media content and engaging with our followers</li> <li>• Capturing content at CBA festival events and drafting posts</li> <li>• Feeding back on your work and monitoring activity on the CBA Twitter and Facebook accounts</li> </ul>
<b>Hours/frequency</b>	We ask you to commit a minimum of 5 hours per week from June to the end of August 2023.
<b>Where</b>	Volunteering can be carried out at the CBA office or remotely. There will also be the opportunity to attend a Festival event.

<b>Skills and interests</b>	<ul style="list-style-type: none"> <li>• A good knowledge of at least one social media platform.</li> <li>• Friendly and enthusiastic</li> <li>• Enjoy communicating with people using social media</li> <li>• Enjoy being part of a team</li> <li>• Have an interest in archaeology and/or heritage</li> <li>• Willingness to learn new skills</li> </ul>
<b>Training given</b>	<ul style="list-style-type: none"> <li>• The work of the Council for British Archaeology</li> <li>• Effective communication using social media</li> <li>• Understanding a social media policy and communications plan</li> <li>• Using Twitter, Facebook and Instagram</li> <li>• Creating video and animated content</li> <li>• Creating and managing blogs</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>• Gain an insight into how a charity works</li> <li>• Build communications skills</li> <li>• Help to increase access to the Council for British Archaeology</li> <li>• Meet new people across our networks</li> </ul>

To apply for this role please use our application form and return it to Claire Corkill, Development Manager at the Council for British Archaeology at [clairecorkill@archaeologyuk.org](mailto:clairecorkill@archaeologyuk.org).

Deadline is 5pm on Friday 30 May 2023.

We may invite you to an informal zoom meeting. This will take place sometime in the week beginning Monday 5 June 2023.