

Volunteer Role Profile: Marketing Support (Press & PR)

Department: Marketing
Responsible to: Communications and Marketing Manager
Supervised by: Allocated member of the marketing team

Background

Farnham Maltings is a pioneering cultural organisation based in Surrey with a local, national and international reach. For over 50 years, Farnham Maltings has been bringing artists, makers and communities together to improve the quality of people's lives through art. Our extensive programme includes theatre, cinema, craft, comedy, music, festivals, workshops and family activities. In addition, we have run the Museum of Farnham since 2012 and we also provide a range of community outreach activities in the local area. We have over 100 volunteers at the Maltings and Museum and are extremely grateful for the time and expertise they bring. For more information about what we do, please see our website: [Home | Farnham Maltings](#)

Main Objectives

- Promote the Farnham Maltings and Museum of Farnham across the local area and beyond.
- Reach out to new audiences and increase awareness of our fantastic programme of events and community activities.

Main Tasks

- Research digital and traditional marketing listings where we can promote our events
- Send emails and upload content regarding our upcoming events to these listings on a regular basis
- Support the marketing team in creating and distributing press releases regarding the work and activities of Farnham Maltings and the Museum of Farnham
- Keep the press list updated
- Support and maintain the Maltings and Museum brand by consistently following our brand guidelines and tone of voice
- Other support as required, for example if you have a specific skill to share

Commitment

This volunteer role is office-based and we are looking for someone who can commit to helping the marketing team one afternoon a week.

Key Qualities, Experience and Skills

Please note that Maltings volunteers must be aged 18+.

Requirements	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> • Reliable • Friendly, polite and courteous • Team player 	<ul style="list-style-type: none"> • Interest in the arts
Experience and Skills	<ul style="list-style-type: none"> • Good IT skills • Research skills • Good written English 	<ul style="list-style-type: none"> • Copywriting experience • Proofreading experience

Application Process

- Complete an application form including 2 references
- Informal chat at the Maltings to find out more about the role
- Taster session
- Approval of references

Onboarding Process *(if the application process has been successful)*

- Attend an induction session
- Sign our Volunteer Agreement
- 6-week review to check you are happy with everything and to answer any queries

Benefits of Volunteering at the Maltings

- Being part of a pioneering cultural organisation with a regional, national & international reach.
- A friendly and lively environment to work in.
- Ongoing training to ensure that you feel comfortable with your volunteering.
- Complimentary tickets for personal use (conditions apply depending on the event).
- Free tea or instant coffee whilst on volunteering duty.
- Free parking whilst on volunteering duty.
- A range of social events including coffee mornings, summer BBQ and Christmas party.
- A regular volunteer newsletter to keep you updated with information.

To receive an application form or if you have any queries, please contact our volunteering team:
fm.volunteer@farnhammaltings.com

Thank you for your interest in volunteering at the Maltings - we look forward to hearing from you!