



ST ANDREWS  
PRESERVATION TRUST

### Social Media Content Creator

<b>Task Description</b>	
<b>VOLUNTEER ROLE</b>	Social Media Content Creator (remote)
<b>HOURS AND TIME FRAME</b>	2-4 hours per week
<b>PURPOSE</b>	To create informative and fun social media content relating to the museum collection, garden and wider history of St Andrews.
<b>TASKS</b>	To help maintain a social media content calendar  Schedule social media posts  Research historical information to help in the production of social media content  Create social media content to promote: <ul style="list-style-type: none"><li>- Exhibitions, events and activities</li><li>- The history of St Andrews</li></ul>
<b>SKILLS REQUIRED</b>	<ul style="list-style-type: none"><li>- Good command of the English language</li><li>- Good IT skills</li><li>- Good understanding of using social media (Facebook, Instagram, Twitter)</li></ul>
<b>SUPPORT/TRAINING</b>	<ul style="list-style-type: none"><li>- Induction</li><li>- Guidelines for using social media</li><li>- Monthly update with museum curator</li></ul>
<b>OTHER INFORMATION</b>	The content creator will work closely with the museum curator, providing a monthly update on progress.
<b>VOLUNTEER BENEFITS</b>	Gain experience in research and writing for social media. Opportunity to bring your own experience to the role. Invitation to Trust events. Employer reference / support with job applications.