



WWW.EASTENDWOMENSMUSEUM.ORG

EASTENDWOMENSMUSEUM@GMAIL.COM

Online Content Producer (Voluntary) Description

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Hello and thank you for your interest in volunteering with the East End Women's Museum (EEWM). We are a tiny charity and could not do what we do, without the help of our lovely supporters!

Please read on to find out more about the *Online Content Producer (Voluntary)* role, which we are currently recruiting for on a rolling basis.

To head straight to the application form please click [here](#).

Role Overview

We attract around 40k visitors to our website annually, and our articles on women stories receive the most hits. The purpose of the *Online Content Producer (Voluntary)* role is to create articles for these publicly available collections, which are published [here](#).

Our *Online Content Producers* make up a pool of volunteers who carry out independent research and writing which is peer reviewed before it is signed off and shared online by the Museum Team.

What we offer

The EEWM is committed to creating a supportive working environment for you to be able to volunteer to the best of your abilities. This opportunity includes:

- Skills development, experience & networking in a museum and heritage setting
- Clear guidance and processes within the role
- Flexible ways of working
- Regular reviews with the *Online Content Producers (Voluntary)* group as to what is working well and what could be improved
- References where appropriate

Responsibilities & Expectation

We are currently aiming to put out 2 blog posts a month and give creative license to our *Online Content Producers* to write about who and what interests them most with guidelines on how best to go about this. Please refer to the table below for more information on what the responsibilities of this role are:



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Role: Online Content Producer (Voluntary) Responsibilities	
Responsible to	Development Lead
Location	Remote/online
Start date	Flexible
Output	<ul style="list-style-type: none"> - One article every three months. - Monthly peer review of articles written by other <i>Online Content Producers</i>.
Hours	There is no specific time commitment required for this role and it is the most flexible way to volunteer with us however we do estimate that it may demand around 4 hours per month.
Experience & skills	<p>Essential:</p> <ul style="list-style-type: none"> - Interest in sharing women's stories and histories - Research, cross-referencing & fact checking skills - Strong writing and editing skills - Proofreading skills - Comfortable working independently - Team player - Able to stick to deadlines - Commitment to intersectional feminism and anti-racism <p>Desirable:</p> <ul style="list-style-type: none"> - Experience/evidence of previously published articles
Additional expectations	<ul style="list-style-type: none"> - Follow the guidance in the Online Content Handbook. - Create content to the best of your ability. - Ask if something is unclear/not covered in the guidance. - Let us know in writing if you are no longer able to volunteer. - Adhere to the Museum's processes & code of conduct.
Remuneration	Unpaid

Application Process & Deadlines

We are accepting applications on a rolling basis with no deadline and will review applications on a fortnightly basis. Once your application has been reviewed you can expect to hear back from us no later than two weeks after your initial application. If there is a delay we will try our



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best to notify you in a timely manner. If you have been successful you will receive:

- A written agreement which you will be required to sign and send back
- The Online Content Handbook
- An invitation to meet EEWM staff & other *Online Content Producers* virtually

If you have any access requirements that need to be met to support you to make an application and/or to fulfill this role, please let us know either in your application or by emailing us in confidence to discuss your needs.

To head to the application form please click [here](#).

We look forward to hearing from you!

Contact

Email: eastendwomensmuseum@gmail.com