



## Wycombe Museum Marketing Volunteers

We are looking for computer savvy and creative volunteers to help with our marketing activities!

We are a family friendly, local history Museum now managed by the Wycombe Heritage and Arts Trust and situated in High Wycombe, Buckinghamshire and located in a Grade II listed house surrounded by beautiful gardens. We host seven galleries including our Art Gallery, temporary gallery, interactive old kitchen and Chair Gallery displaying our famous chair collection. Find out more about us and our collection via our website [wycombemuseum.org.uk](http://wycombemuseum.org.uk)

### Wycombe Museum and our volunteers

Volunteers are a vital and valued part of the Wycombe Museum family. We value every skill that people bring and every minute that people give to us, and endeavour to have every volunteer feel appreciated and enjoy the time they spend helping us. We strive to have a relationship with our volunteers based on mutual respect and understanding.

### What is involved?

We are always aiming to connect with people and bring more people into the Museum. You would be helping us to widen our online presence, improve our marketing materials and get our *What's On* to as many people as possible!

Some things you might be helping to...

- Improve our event marketing on our website
- Improve our event marketing on social media
- Put information about our events on third party websites, community forums and more
- Put information about the Museum on third party websites
- Create our *What's On* and other promotional leaflets
- Create flyers
- Distribute our *printed* leaflets
- Find new places to send our leaflets to

### Who would be supporting me?

Volunteer Manager, would be your main point of contact.

Beka Prentice, the Project Assistant, will be on hand to help with your activities.

### Where and when would I be volunteering?

Volunteers will be based at Wycombe Museum located on Priory Avenue, High Wycombe, Buckinghamshire, HP13 6PX.

### What is Wycombe Museum looking for?

We are looking for a creative and enthusiastic person who is happy to get stuck in, learn new skills and adhere to Museum policy.

We would like volunteers to wear something smart-casual, but as an office-based role we are flexible with this.

### What skills and qualifications do I need?

All you need is enthusiasm and a willingness to learn- you will have some help learning everything else. An interest in Wycombe History is a bonus! If you do have any experience with marketing- please do let us know.