

Volunteer Role Description

Role title:

Marketing Assistant

Principal function:

To assist with the effective promotion of Port Sunlight Museum.

Duties:

- To be involved in answering visitors questions and enquiries at trade shows
- To provide a visitor welcome at marketing events
- To assist with checking adverts in publications
- To be involved with sourcing useful websites for event listings
- To assist in the creation of research questionnaires
- To assist with leaflet distribution within the village
- To assist with the updating of databases

This list is only a guide to the types of duties that may be required.

Reporting to:

Marketing Manager

Location:

Collections Study Centre, Greendale Road

Hours:

By arrangement

Dress Code:

Smart/casual clothing suitable for an office environment. A volunteer badge must be visible at all times.

Training:

Induction training

- Welcome pack
- Induction checklist

Job specific training:

- All operational procedures

Personal qualities required:

- IT skills
- Enjoy working in a team environment
- Enjoy working with the public
- An interest in Port Sunlight
- Possess or would like to develop PR and promotional skills
- Good verbal skills
- Strong communication
- Possess or would like to develop strong customer care skills