

# No Colour Bar: Black British Art in Action 1960-1990

## Marketing & Communications Volunteering Roles

We have set out the full range of duties, so you can see where you could get involved. If you are interested in these roles, we encourage you to apply if you meet some of, but not necessarily all the requirements.

### Purpose of role/ Key tasks and responsibilities

<b>Purpose</b>	<ul style="list-style-type: none"><li>• Support the Project Manager in developing and implementing the marketing and communications plan for the <b>No Colour Bar: Black British Art in Action</b> project</li><li>• Undertake research to inform the marketing/communications plan</li><li>• Produce briefs to ensure that the campaign reaches the audiences</li><li>• Carry out day-to-day co-ordination and assist with a range of duties, including administration, proof reading and copy writing</li><li>• Develop and help implement an integrated social media strategy</li><li>• Develop content social media platforms including daily reporting on media a</li><li>• Build community networks</li><li>• Prepare team briefings and up-to-dates on a regular basis</li></ul>
<b>Probation</b>	4 weeks
<b>Requirements / Character traits</b>	<ul style="list-style-type: none"><li>• An enthusiasm for the Project</li><li>• An interest in history, the arts, cultural heritage and diversity</li><li>• Marketing, communications and/or promotions experience</li><li>• Excellent oral and written communication skills, including copy writing</li><li>• Ability to use digital platforms and social media channels</li><li>• Understanding of social media and how to grow networks and audiences</li><li>• Ability to write well and produce progress reports, briefings and training material</li><li>• Ability to work well with others and as part of a team</li><li>• Attention to detail with good planning and organisational skills</li><li>• Flexible and adaptable</li><li>• Able to work with deadlines and with good planning and organisational skills</li></ul>
<b>General</b>	<p>We will:</p> <ul style="list-style-type: none"><li>• Support all volunteers with induction and training</li><li>• Agree role objectives and provide volunteers with feedback when the role comes to an end</li><li>• Provide for travel costs for up to £10.00 per day (for a minimum of four hours)</li></ul>
<b>Applying to FHALMA</b>	<p><b>We are recruiting volunteers on a rolling basis, so please register your interest as soon as possible. Apply by either the Form (1) or a letter and CV (2):</b></p> <ol style="list-style-type: none"><li>1. Fill in the No Colour Bar volunteer application form</li><li>2. Submit a brief statement about your interest in the project, outlining how your experience and skills meet the requirements of the role. Please include your CV.</li></ol> <p>We will be in touch within 7 working days. Confirm the role you are applying for in the subject header and email your application to: <b>Manjit Ahluwalia</b></p> <p>Email: <a href="mailto:nocolourbar.volunteer@gmail.com">nocolourbar.volunteer@gmail.com</a></p> <p>Visit <a href="http://www.huntleyonline.com/f-h-a-l-m-a">www.huntleyonline.com/f-h-a-l-m-a</a></p>