

SEMFed is the regional federation for everyone who works in museums and galleries in the south midlands and east of England. We are an independent membership organisation and aim to promote, support and develop our members on a local and national level.

We organise event days at museums throughout the region with a chance to network with fellow museum colleagues and an annual study trip, providing members with a rare opportunity to visit behind the scenes and meet members of staff from museums in other countries.

Our region covers the counties of Bedfordshire, Berkshire, Buckinghamshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, Oxfordshire and Suffolk, as well as the Unitary authorities of Peterborough, Milton Keynes, Southend, Thurrock and Bedford.

<http://www.semfed.org.uk/>

Role Title: Web Officer

Maintenance of the SEMfed website:

Keep a watching brief on the site to keep it up to date

Monitor the support of the website and liaise with other committee members re payment and potential alterations as necessary.

Support different areas of the committee as needed, especially with tasks such as website updates as agreed.

Other web systems including Eventbrite:

Be conversant with SEMFed use of these systems and ensure their use is consistent and correct.

Other

You might also represent the SEMFed at regional or national events.

Enable our organisation to deliver its objectives.

Benefits

Develop new skills, knowledge and experience to support your career development.

Meet new people, develop your professional networks and contribute to your sector.

Time Commitment

Approximately 4 committee meetings a year, normally to take place at the end of a SEMFed event. We hope you will be able to attend most meetings. (All committee members need to attend a minimum of 2 meetings per year or may be asked to stand down.)

You are expected to keep in touch with the committee through email discussions and give your apologies in advance if you cannot make a meeting.

One day AGM (Annual General Meeting).
An average of a few hours per month between committee meetings.

Recruitment Process

Please submit your name, brief CV, contact and a 200 word summary of what you feel you could bring to the position to Emily Shepperson, SEMFed President semfed@admin.org.uk

Other Information

For an informal chat please ring Emily Shepperson, SEMFed President on 01473 264520 or email Emily.Shepperson@suffolk.gov.uk

For this role you are required to be a member of SEMFed (£10 annually) and it is assumed you will have been on the committee in another role preceding your nomination. This role has a four year term.

Volunteers, students, employed museum staff, retired museum staff and those between contracts are all welcome to apply.