

# About Us

SEMFed is the regional federation for everyone who works in museums and galleries in the South 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 Study Days at museums throughout the region which include talks relating to the sector (eg. Museum collections or museum redevelopment) with a chance to network with fellow museum colleagues. The Federation also offers 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: Social Media Officer

**Main role activities:**

Maintain a regular activity base on our social media pages, engaging with similar networks and sharing relevant information to members.

Engage with SEMFed members through our Twitter and Facebook pages.

Create events for social media and promote these through the relevant channels.

Promote the work of SEMFed with potential new members.

Carry out all processes in accordance with SEM Fed Privacy Policy and GDPR regulations.

**General Tasks:**

Correspond with other people and organisations on behalf of The Federation as necessary.

Make an active contribution to events by welcoming attendees and engaging with discussions.

## Benefits

Develop further skills, knowledge and experience to support career development.

Meet new people and develop professional networks.

## Time Commitment

Approximately 4-5 committee meetings a year, normally to take place at the end of a SEMFed event or virtually.

You are expected to keep in touch with the committee through email discussions and liaise with others as necessary.

An average of a few hours per month between committee meetings for social media activity (usually peaks with upcoming events)

## 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 SEMFed President, Tabitha Runacres, Tabitha.runacres@nationaltrust.org.uk

## Other Information

For an informal chat please contact the SEMFed President, Tabitha Runacres, Tabitha.runacres@nationaltrust.org.uk

For this role you are required to be a member of SEMFed (a sum of £10 annually).

This role has a three year term.

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