Mackintosh Digital Volunteer 

 Role Description

About Us:The Charles Rennie Mackintosh Society is an independent, non-profit making charity, established in 1973 to promote and encourage awareness of Scottish architect, artist and designer, Charles Rennie Mackintosh. We have over 1000 members around the world and in 1999 became owner and long term custodian of Mackintosh Queen's Cross, the only church building designed by Charles Rennie Mackintosh that was ever actually built. It no longer serves as a church but as a historical museum site, visitor centre, events and arts space. We usually get around 10,000 visitors per year from all over the world!

The Society's core aims are:

* to support the conservation, preservation, maintenance and improvement of buildings and artefacts designed by Charles Rennie Mackintosh and his contemporaries
* to advance public education in the works of Charles Rennie Mackintosh by means of exhibitions, tours, workshops, lectures and productions of an educational nature.

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| Role Title: | Mackintosh Digital Volunteer |
| Responsible to: | Mackintosh Outreach Officer (Jade Sturrock) |
| Where (Location): | Online (from home) initially with a hope to a blended approach at some point in 2021 depending on Covid-19 situation and restrictions.Our headquarters are: Mackintosh Queen’s Cross, 870 Garscube Road, Glasgow, G20 7EL |
| Time commitment: | **3 hours a fortnight (minimum) for ideally 3 - 6 months, although you can discuss this with the Outreach Officer.**The days and amount of time you choose to volunteer are flexible, and will depend on when you are available. However, there will be set dates and times events in the calendar (such as training and volunteer catch-ups) which you will be encouraged to attend. We know it’s an unusual time and you may have a lot of other online commitments, therefore any training or scheduled events will also be recorded for you to watch in your own time. |
| Role Description: | As a Mackintosh Digital Volunteer, you will gain access to an exciting array of activities and training which you can participate in online. The aim will be to build up your skills and confidence within the different areas of a multifaceted heritage organisation whilst also increasing your knowledge of Mackintosh. By volunteering with us you will be supporting the core aims of the Charles Rennie Mackintosh Society, to preserve and promote the Mackintosh legacy and general Glasgow Heritage.Initially you will be based at home, with the hope that at some point in 2021 we can resume some face to face volunteer activity at our Headquarters at 870 Garscube Road.You will have the opportunity to focus on 5 main areas of digital activity within the Charles Rennie Mackintosh Society; * Introduction to Mackintosh and Online Working Platforms
* Digital Marketing / Social Media
* Research / Interpretation
* Tour Guiding and Information Giving
* Facilitating Art Workshops and Heritage Activities

These take place over a 5 month period, with each month being focused on a different area of activity. You will be provided with optional tasks to go along with each area of digital activity and will have access to practical support and training when it comes to using completing them online. The role can be as hands on as you want it to be and you can decide what you would prefer to focus on. This might be specific areas, tasks, events or training you’d like to do. You may simply want to join to share your knowledge or passion for Mackintosh and meet other like-minded people, and that’s okay too!No official skills or experience are necessary but we are looking for someone who is willing to learn and keen to utilise or build up their digital skills to support a heritage organisation. Ideally you’ll enjoy connecting with people and enjoy the work of Charles Rennie Mackintosh.Volunteers are expected to commit on a weekly, fortnightly and shift basis and we are flexible about when you choose to volunteer.The CRM Society provides their volunteers with a chance to: work with other like-minded individuals, learn and develop new skills, gain exposure to the heritage and preservation of historical buildings in Glasgow and contribute ideas to a thriving Arts organisation. Additionally, volunteers are offered discount membership to the CRM Society, access to educational programmes, discounts at the Mackintosh retail shop, access to rare works by Mackintosh and other Mackintosh buildings as well as those of his contemporaries.The location of our Headquarters is 10 minutes from City Centre (Renfrew Street) by Bus (60, 61 or 17) or a 10 minute walk from St George’s Cross Subway Station. |
| Main responsibilities: | * Attend weekly volunteer working groups and monthly meet-ups and Mackintosh events on Zoom (when possible)
* Attend online training sessions and tutorials or view them in your own time
* Select tasks to complete from the Task Tracker online worksheet (i.e “Find 1 Mackintosh related fact and create a draft social media post about it”)
* Fill out your training and task tracker to record your progress
* Communicate and work alongside other volunteers and Outreach Officer to share knowledge and expertise over Slack, Zoom or email.
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| Required skills, qualities and experience  | * No official skills or experience essential as we will provide full training. An interest in art, art history, architecture and Mackintosh will always help to be as enthusiastic and helpful as possible.
* Marketing or IT experience will also be useful, but not essential as we can help you grow in this area.
* In your application please feel free to note any skills you have which you feel would be relevant
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| Training and support available: | * Mackintosh specific training will include:
	+ background information on the Charles Rennie Mackintosh Society and what we do
	+ CRM works and biography
	+ Glasgow Style and the city’s architectural heritage & history
* Digital volunteering specific training will include
	+ Training and inductions to the online platforms used to undertake your volunteering activities (Zoom, Slack, Google Drive, Canva, Later etc)
	+ 1 to 1 Support Sessions with Outreach Officer to troubleshoot or discuss your tasks
	+ Social media training and support throughout in regards to platforms, tools, strategy and content
	+ Online design tools training
	+ Research / Interpretation in Heritage training including designing heritage experiences and accessibility
	+ Your Guiding and Information Giving training including building presentation skills in a safe and inclusive environment
	+ Workshops and Educational Activities Training including facilitation skills
	+ Glasgow Tourism training
	+ Regular updates about the CRM Society’s programme aims
* Support available
	+ Access to Mackintosh e-publications and videos
	+ Support with digital costs (i.e. a digital data ‘top up’ if needed, subject to prior agreement)
	+ Support with travel expenses (if face to face volunteering resumes at our Headquarters, subject to prior agreement)
	+ Employment/Education reference or letter of recommendation upon request
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| Any other Requirements | * 16+ Age Restriction
* You agree to undergo a basic disclosure check should you choose to undertake any further volunteering with the society (i.e running tours or educational workshops)
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| Recruitment process: | * Please complete the attached application form and submit to Mackintosh Outreach Officer
* You can either attend one of our recruitment events, visit the volunteer page on our website or just get in touch directly to find out more about the role and organise to meet with us.
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| Date role created: | October 2020 |

**Please complete the following:**

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| **Title:** | **First Name:** | **Surname:** |
| **Address:** |
| **Are you over 18?** **Yes   https://docs.google.com/drawings/d/s4AEBi-_Qlrft33G7uhsOCg/image?w=26&h=25&rev=3&ac=1&fmt=svg           No https://docs.google.com/drawings/d/s4AEBi-_Qlrft33G7uhsOCg/image?w=26&h=25&rev=3&ac=1&fmt=svg If No please state your date of birth:**N.B: Some roles may be restricted to under 18 year olds for licensing and insurance reasons.  |
| **Mobile:** | **Email:** |
| **Emergency Contact Name:** | **Emergency Contact Telephone:** |

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| **Education, qualifications, training** *(attach CV if desired***):** |
| **Relevant skills, abilities and experience (a little bit about you):** |
| **Why do you want to volunteer with the CRM Society and what do you hope to gain from it?** (we will use his to gauge how we can make the experience more rewarding for you) |

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| **Frequency of availability:**NB please give general availability, if there are any dates you know you will not be available this will be discussed at your informal interview. |
| **Weekly** |  | **Fortnightly** |  | **Other** |  |

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| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **AM PM** | **AM PM** | **AM PM** | **AM PM** | **AM PM** | **AM PM** | **AM PM** |

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| **For how long are you interested in volunteering? (i.e 4 months or January to April)** |  |

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| **Are you interested in other volunteering opportunities with the CRM Society when we can resume face to face activity?** | **Yes****No** |  |
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| **If Yes please check all areas of interest** *(check as many that apply)* | **Visitor Services** |  |
| **Events** |  |
| **Tour Guiding** |  |
| **Education Programmes/Workshops** |  |
| **Research/Library Services** |  |

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| **Are you interested in any further volunteering opportunities within the Arts and Heritage sector?**  | **Yes****No** |  |
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| **Do you grant permission for us to share your details with affiliated organisations should a volunteering opportunity of interest arise?**  | **Yes****No** |  |
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| **I agree to relevant personal details being held on file and understand that under the Data Protection Act, with prior notification; I have the right to access this documentation. I also agree to the above information (i.e. basic details of name, address, contact phone number and any additional support needs) being transferred to the CRM Society’s  computerised database.** |
| **Applicant Signature:** | **Date:** |