

The Society of Architectural Historians of Great Britain

ROLE VACANCY: SOCIAL MEDIA OFFICER x 2

We are seeking two Social Media Officers with strategic vision and creativity, demonstrable passion for communicating architectural history to diverse audiences, and a proven track record of innovation in publicity and social media.

The Society is at an exciting juncture in its history. We have a highly energised team poised to develop and deliver a number of initiatives, ranging from expanded educational funding to strengthening and broadening our programme of public and professional events. We are refining our digital offer, beginning with a re-design of our website, and we are developing a package of work to promote Equality, Diversity and Inclusion in our discipline. We have also recently undertaken a review of our governance to develop effective and agile decision-making and co-ordination.

We welcome applications for the role of Social Media Officer from architectural historians of all backgrounds, including (but not limited to) those working in academia, the heritage and museum sectors, architectural conservation, and other relevant roles. We particularly encourage applications from under-represented communities in architectural history and our feeder sectors.

OUR MISSION

The Society of Architectural Historians of Great Britain exists to:

- REPRESENT** architectural history in the United Kingdom
- INSPIRE** a lifelong enjoyment of architectural history for all
- ENGAGE** diverse audiences through professional and public programming
- PROMOTE** architectural history at all levels in education, research and publishing
- ADVOCATE** for an inclusive architectural history for the public benefit

OUR ORGANISATION

As the principal subject association for architectural history in the United Kingdom and as a registered charity, we promote the discipline of architectural history through advocacy and charitable giving. We advocate for the subject in higher education, heritage and conservation bodies, and museums and galleries. We award grants to support research and publication, and we are the only organisation of our kind in the UK to award a significant number of annual bursaries for postgraduate study. These awards and scholarships are open to all.

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The Society is run by an Executive Committee (Board of Trustees) and a Management Team (led by the Secretary), with four Standing Committees:

- Learning, Education and Research
- Finance, Membership and Management
- Digital, Content and Communications
- Journal and Publications Management

These Standing Committees and their Sub-Committees are run by an active and growing body of volunteer Officers and co-opted members.

Please click [here](#) for a link to our Articles of Association.

OUR MEMBERSHIP

As a membership organisation, we provide opportunities for gathering and exchanging knowledge and ideas about architectural history. Our members study the history of architecture and the built environment of all times and places, and do so from a wide variety of disciplinary perspectives and institutional settings. We organise a diverse programme of events for our membership and the public, and provide a members' magazine, *The Architectural Historian*. We publish and disseminate research and scholarship through our leading peer-reviewed journal, *Architectural History*, by funding publications, most recently the Twentieth Century Society's 'Twentieth Century Architects' series, and across a growing number of other media and platforms.

OUR OFFER TO YOU

This may be your first voluntary role within a charity. We hope that in return for your commitment of time, energy and knowledge, you will gain

- Broad experience of charity operation and governance
- Consolidated experience of committee work
- Enhanced professional and academic networks
- Deeper understanding of the practice of architectural history across the UK

ROLE DESCRIPTION

Remuneration and Time Commitment

The position of Social Media Officer is a voluntary role; there is no remuneration.

These are new roles, created to take forward our aspirations to expand our range and depth of content and to communicate to new and diverse audiences, while engaging our current membership. Your contribution will require 1 – 2 hours per week in your own time. You will be invited to Management Team meetings in London

3 – 4 times per year, normally on Friday afternoons, and you will be able to join these meetings digitally if preferred.

Responsibilities

The two Social Media Officers will be responsible for our social media presence. This currently includes:

- Twitter
- Facebook
- LinkedIn
- YouTube

We would like to develop our presence on these channels as well as on Instagram. Responsibility will be divided according to skills, experience and availability.

Tasks

- Participate in the Digital, Content and Communications Standing Committee
- Work with the Technical Officer and Digital Editor to devise and then deliver on the Society's strategic Digital, Content and Communications objectives
- Develop compelling content (including audio and visual material) to help market and publicise our educational funding, publications, programme and other services
- Provide basic analytics for the wider management team

PERSON SPECIFICATION

Essential

- Understanding of the landscape of content production and social media
- Demonstrable alignment with the mission and objectives of the SAHGB
- Relevant knowledge and experience within the broad field of architectural history
- Strong interpersonal skills, including flexibility, consensus building, collaborative working

Desirable

- Editorial experience (in copy, audio or visual)