

Marketing & Administration Volunteer

Lauderdale House is a Grade II* listed heritage house situated in Waterlow Park, Highgate. The House is brought to life as an arts and education centre with a varied creative programme of exhibitions, classical concerts, children's shows, jazz, family events and classes. After a long closure during the COVID-19 pandemic, we need help to increase audiences and footfall for the House and our exciting and busy arts, education, and heritage programme.

Benefits & Opportunities for our Volunteers include:

- Gaining work experience in an arts & heritage organisation
- Learning new skills and working with a wide range of people
- Connecting with the local community

Volunteer Responsibilities

We will work with each volunteer to agree specific programmes of work, ensuring that everyone finds what they are looking for and they can make an impact on what we do. Tasks could include:

- Providing marketing support for all events in the House
- Updating Lauderdale House website and social media channels
- Updating event listings sites
- Assisting with the production of print materials, including copywriting and proof reading
- Sending out press releases and monitoring press
- Creating, proofreading and sending newsletters
- Answering initial enquiries on the telephone and email, and selling tickets via our box office
- Helping to set up for events and classes, and creating signage
- Digital filing and organising

We reimburse travel expenses within London for our volunteers. We are not able to offer lunch expenses, but we do offer a 20% discount at our café.

Skills and Experience

- Excellent oral and written communication skills
- The ability to work with the public, and also work independently
- Good organisational skills and attention to detail
- Good computer literacy and an understanding of social media platforms
- An interest in the arts and/or heritage
- Reliable, responsible, willing to learn and help as required

If you're interested in learning more about volunteering at Lauderdale House, please contact the office on enquiries@lauderdale.org.uk or 020 8348 8716.