

# Fulham Palace House & Garden

## Volunteer role description Photographs assistant

### What is a photographs assistant?

They say a picture's worth a thousand words. Help us spread pictures of this amazing place by becoming one of our photography assistant volunteers! Our photographs assistants support the work of the marketing department through helping organise the ever growing collection of photographs taken at Fulham Palace and are used for marketing purposes.



<b>What's in it for you?</b>	<ul style="list-style-type: none"> <li>• Hands on marketing experience in a heritage / museum setting</li> <li>• Being a part of a small, dynamic and dedicated marketing team</li> <li>• The opportunity to undertake new projects and initiatives within the department</li> <li>• To be involved with a positive and engaging volunteer culture including social events, outings, forums and our volunteer portal - where volunteers are able to contribute blogs posts; join in discussions with other volunteers, sign up to sessions and access all the information you need as a volunteer online</li> <li>• References for people who volunteer with us regularly for more than 6 months</li> </ul>
<b>What's involved</b>	<p>Photographs assistant volunteers help organise the photography library through renaming, tagging and filing photographs so they are easily accessible to anyone who needs to access them on behalf of Fulham Palace. This is a new role, and there is scope for a volunteer to research and then implement best practice in digital asset management.</p>
<b>This role will suit people who...</b>	<ul style="list-style-type: none"> <li>• Have an interest in marketing in the heritage and museum sectors</li> <li>• Have an interest in digital asset management best practice</li> <li>• Have good computer skills</li> <li>• Are able to pay close attention to detail</li> <li>• Have good written English</li> <li>• Are conscientious and hardworking</li> <li>• Are able to work independently or without assistance</li> </ul>
<b>Availability</b>	<p>This is flexible as volunteers can come in for half a day or a full day per week, Monday through Friday</p>
<b>Main Contact</b>	<p>Erin Brudi, Marketing executive</p>
<b>Training/Resources</b>	<ul style="list-style-type: none"> <li>• Regular support from the marketing team members and</li> </ul>

	<p>relevant training on certain computer systems and programmes as needed</p> <ul style="list-style-type: none"> <li>• Full induction including health and safety procedures</li> <li>• All new volunteers have an introduction period, this is a settling in time of around 2 months. At the end of this an appropriate person will catch up with you; this is an opportunity for both parties to reflect and make any adjustments to the role that are needed</li> <li>• Access to our volunteer's website, the "Volunteer Portal", including a blog, downloadable resources, rota and events page</li> </ul>
<b>Getting to the Palace</b>	<ul style="list-style-type: none"> <li>• The nearest tube station is Putney Bridge</li> <li>• The nearest Train Station is Putney</li> <li>• There are several bus stops in walking distance</li> <li>• We reimburse travel expenses up to £8 per session</li> </ul>
<b>What next?</b>	<p>Please get in touch by completing an enquiry form, available at: <a href="https://www.fulhampalace.org/get-involved/volunteer-at-fulham-palace/">https://www.fulhampalace.org/get-involved/volunteer-at-fulham-palace/</a></p> <p>If you have any questions you can contact our Volunteer Enquiry Assistants by emailing <a href="mailto:volunteer@fulhampalace.org">volunteer@fulhampalace.org</a> or telephoning 020 7751 2433</p> <p>Potential volunteers will be invited to an informal interview to discuss the role further in person</p>
<p>Fulham Palace values the involvement of volunteers; they enhance everything we are able to do. We are committed to offering volunteer opportunities of a high standard and welcome feedback.</p>	