

**Band on the Wall and Manchester Libraries & Archives****Freelance Opportunity - Heritage Project: Volunteer Co-ordinator & Content Curator**

Band on the Wall are delighted to be working in partnership with Manchester Libraries and Archives to co-ordinate an exciting archive indexing project with online volunteers. We are seeking an experienced freelancer for the role of **Volunteer Co-ordinator & Content Curator**.

This one-year archive project will see the digitisation of flyers, posters, and other material from Band on the Wall's historically important collection, and the indexing of this material by a team of online volunteers. The digitising of items, creating of indexing processes, and training of volunteers to use the indexing system will be overseen by Manchester Libraries and Archives.

The digitised items with new indexing will populate a public Band on the Wall archive webpage, hosting exciting content, and acting as a space for our audience of many decades to connect and share knowledge and stories through comments.

The **Volunteer Co-ordinator & Content Curator** will oversee co-ordination of the project, managing a team of volunteers, and writing interesting content for the new webpage based on the newly indexed items as they appear.

They will work closely with the heritage and archives staff at Manchester Library & Archives, and the Learning Programme Manager and Head of Marketing at Band on the Wall. This is a National Lottery Heritage Funded project that is part of Band on the Wall's World of Music learning programme.

**There is £10,000 contract fee for this work, and we would request interested parties to specify in what way they would allocate their time over a one-year period for this fee.**

The **Volunteer Co-ordinator & Content Curator** will be responsible for:

**1 Volunteer Co-ordination**

**Managing and co-ordinating the volunteers who will play a key role in the project; providing opportunities for volunteers of all ages and levels of experience to develop skills, learning and opportunities in response to the heritage and material.**

- Identifying, recruiting and managing volunteers.
- Being the main point of contact for volunteers, dealing with all enquiries and concerns, and creating an inclusive and exciting atmosphere for the team
- Working with Manchester Libraries and Archives to source and manage delivery of training for volunteers to support continued skills development and learning opportunities through the programme.
- Organising volunteer index training sessions on Zoom to be led by Manchester Libraries and Archives.
- Designing and implementing a project Handbook and Agreement to ensure all volunteers are supported within appropriate terms and conditions.
- Ensuring that the Volunteer project is delivered within the parameters of Band on the Wall and Manchester Libraries' health and safety, safeguarding, data management/privacy and other policies as appropriate.

**2 Project Oversight**

**Acting as the main contact between partners and volunteers, and ensuring the project runs to the plan agreed between Band on the Wall and Manchester Libraries & Archives**

- Liaising with the selected website host on the design and content of the new Band on the Wall archive website, pre-launch and throughout the life of the project.
- Monitoring the different technical elements (digitised images, volunteers, Manchester Libraries Archives database, and Band on the Wall archive website) and liaising with the appropriate partners to make sure any issues are dealt with.
- Managing budgets associated with the project, in partnership with band on the Wall's Learning Programme Manager.
- Working with Manchester Libraries Archives to contact external consultants to support volunteer training as required.
- Working with the Band on the Wall learning programme evaluators to ensure appropriate and ongoing evaluation mechanisms are in place to review and refine the project at key stages.

### **3 Content Curation**

- Monitoring public chat on the new public Band on the Wall archive webspace to ensure suitability.
- Writing interesting content based on items that appear on the website for a central/curated page.
- Liaising with Band on the Wall's Marketing and Communications teams to maximize visibility of and access to, the new archive website and its content.

#### **Skills and Experience:**

We are looking for a dynamic freelancer who has experience of working with volunteers and an aptitude for creating exciting content for the Band on the Wall archive website. Digital skills and experience of working with groups online are required. Experience of working with archives is advantageous, however it should be noted that specialist archivist skills and resources are being supplied by Manchester Libraries and Archives.

**To apply for this freelance contract, please contact [hr@bandonthewall.org](mailto:hr@bandonthewall.org) with your CV and covering letter, and detail how your time would be allocated for the £10,000 contract payment.** Applications close at 9am on **Wednesday 24<sup>th</sup> November 2021**.