

## Digital Content Coordinator

Do you have experience managing websites? Are you looking for an opportunity to connect with colleagues working in and with historic libraries across the country?

The Historic Libraries Forum is looking for a volunteer to join the committee as our **Digital Content Coordinator**. Ideally, you will have some experience already with managing WordPress sites but this is not essential. You are keen to promote historic libraries in society, to develop yourself and others professionally, and to participate in a national community of practice.

As our Digital Content Coordinator, your primary role will be to look after our WordPress site, creating and editing pages as and when required to ensure that the content remains accurate and relevant. This also involves liaising with the Events Coordinator, Newsletter Editor, and Social Media Coordinator to ensure that communications about our events and activities are coordinated across our different channels. As part of your role, you will work with the Newsletter Editor and Secretary to look after our general email account and to alert the Treasurer about upcoming subscription renewals and other financial matters. You will liaise with other committee members as required.

Using WordPress analytics, you will report to the committee about website usage. You will be looking for opportunities to develop the website and contribute your ideas and opinions during committee meetings. On occasion, you may have to support the Events Coordinator with planning and running online or hybrid events, using Eventbrite and Zoom.

We are also looking to develop a shared digital workspace where we store meeting minutes, financial reports, and other documentation to help us run the Forum. If you have previous experience setting up such a workspace, please let us know.

The Historic Libraries Forum is a free-to-join, informal network for anyone working in or with historic libraries. We provide training and mentoring opportunities, advice, and a platform for networking and information exchange. You can find more information about our work on [our website](#).

The committee meets four times a year, aiming for one meeting in person and three online via Zoom. As part of the committee, you will be expected occasionally to help run events or the annual conference, support the events coordinator, or contribute content to our newsletter.

If you would like to have more information about the role, please get in touch with the HLF Chair Danielle Westerhof ([danielle.m.westerhof@durham.ac.uk](mailto:danielle.m.westerhof@durham.ac.uk)).

To apply, let us know in a paragraph why you would like to be our Digital Content Coordinator, along with a short CV outlining your experience to date. The deadline for applications is **9 June 2023**. Applications should be sent to the email address above. Your application will be shared with 3-4 other committee members as part of the selection process and we are not expecting to hold interviews.