

Newsletter Editor

Do you enjoy writing and gathering news? Do you have your ear to the ground and know where to find relevant information? 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 **Newsletter Editor**. Ideally, you will have some experience already with copy-editing, compiling newsletters, and with gathering information to share with others. We have recently moved to Zoho Campaigns and some previous experience of using this or another marketing platform will be useful. Sharing information about the world of historic libraries and the activities we organise for our members is one of our key aims. If you are keen to promote historic libraries in society, to develop yourself and others professionally, and to participate in a national community of practice, we would love to hear from you.

As our Newsletter Editor, you will commission and copy-edit content for the newsletter, which is currently issued three times a year. We share information about our own events and those of others that will be relevant to our membership and include reports from representatives of other library bodies who are part of the Forum Committee. The role also involves liaising with the Events Coordinator, Social Media Coordinator, and Digital Content Coordinator, to ensure that communications about our events and activities are coordinated across our different channels.

You will also help manage membership sign-ups and any enquiries that may come to our general email address, liaising with other members of the committee where relevant. Occasionally, you may be asked to send out additional mailings between newsletters, for example to promote our events.

You will report to the committee about the success rate of our mailings. You will be looking for opportunities to develop the newsletter and to contribute your ideas and opinions during committee meetings.

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.

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). To apply, let us know in a paragraph why you would like to be our Newsletter Editor, 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.