Job Description: Historical Story Research & Interpretation

Part Time/ One Day a week/ 0.2 FTE

**Reporting to:** Comms & Marketing Manager

**Direct reports**: none

**Overview**

Researching and creating short engaging stories around the history of the Leach Pottery (primarily focused on people) from the last 100 years.

**Main Responsibilities**

* Researching stories
* Fact checking with original sources & noting them
* Building an archive of materials to draw on (based on themes/indexed)
* Writing engaging copy, using the new archive materials, for specific online platforms.

**Skills**

You will need to have:

* the desire to pay attention to detail & be methodical
* the ability to write engaging copy for different internet/social media platforms
* strong communication, interpersonal and writing skills
* drive, competence, flexibility and a willingness to learn
* strong organisational and time management skills
* the ability to cope with pressure
* creativity and initiative
* good teamwork, analytical and problem-solving skills.