



# COMMUNICATIONS OFFICER

## Job description

**Role Title:** Communications Officer

**Organisation:** The Galpin Society

**Fee:** £2,000 per annum, paid on submission of a quarterly invoice

**Reporting to:** The Galpin Society Committee

**Time Commitment:** Part-time, flexible (estimated c. 5–7 hours per month)

### Role Purpose

The Communications Officer will be responsible for coordinating and delivering the Galpin Society's communications across its core digital channels, ensuring clear, consistent, and effective engagement with members and the wider community interested in the study of musical instruments. The role supports the Society's scholarly, educational, and public-facing activities, working closely with the Committee and, where appropriate, external suppliers.

### Person Specification (Indicative)

- Experience of communications, digital content management, or public engagement within an academic, cultural, or not-for-profit context.
- Strong written English, with the ability to communicate effectively with both specialist and non-specialist audiences.
- Familiarity with websites (CMS-based), social media platforms, and basic digital analytics.
- Interest in musical instruments, musicology, organology, or museum/heritage studies is highly desirable.
- Ability to work independently, manage time effectively, and liaise constructively with a volunteer committee.

### Key Responsibilities

#### Strategic Oversight

- Develop and maintain a coherent communications approach aligned with the Galpin Society's mission as a learned, not-for-profit association.



- Monitor the effectiveness of the Society's communication channels and provide periodic reports and recommendations to the Committee, taking into account best practice in comparable academic and heritage organisations.
- Advise the Committee on emerging platforms, tools, and sector trends, proportionate to the Society's scale and resources.

### Website

- Advise on, and coordinate, the development of a new Galpin Society website where required, liaising with an external web designer if appointed, and benchmarking against comparable learned societies and musical-heritage organisations.
- Maintain and update the website on a regular basis, including:
  - News and announcements
  - Reports on Society activities
  - Links to relevant research, publications, events, and external initiatives in musical instrument studies
- Generate and edit web content to promote Society initiatives such as conferences, lectures, study days, publications, and grants.

### Newsletter

- Coordinate the production of a digital Newsletter (PDF format) published three times per year.
- Plan content in consultation with the Committee and solicit contributions from Society officers, members, and invited contributors.
- Edit, proofread, and, where appropriate, write short texts and source images to report on and promote Galpin Society activities.
- Oversee basic layout and formatting, ensuring clarity, consistency, and accessibility.
- Publish the Newsletter via the website and disseminate it through the Society's mailing list and social media channels.

### Social Media

- Develop and periodically review a light-touch social media strategy appropriate to the Society's aims and capacity.
- Maintain and regularly update the Galpin Society's Facebook page and any other agreed platforms.
- Create, schedule, and repost content relating to:
  - Musical instruments and collections
  - Organology and related research
  - Galpin Society activities and announcements
- Track basic engagement metrics and report key trends and outcomes to the Committee.