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## Volunteering Role Description

### The Records and Testimonies of the South Wales Jewish Community

Jewish History Association of South Wales has been awarded grants from Heritage Lottery and Jewish Historical Society of England to research, preserve, and make publicly available the records and oral histories of the Jewish communities in south Wales.

#### Digital Content Creator

##### The role will involve:

The aim of the role is to assist in creation of the visual and audio content, and manage the JHASW social media.

The tasks will include:

- Scanning the historical records;
- Editing the digital images for publication on the People's Collection Wales website;
- Editing the oral history audio clips;
- Managing the JHASW social media: posting updates, replying to messages, and overseeing the growth.

##### Skills required:

###### Essential:

- Organised, reliable, and able to deliver a task to a set deadline;
- Attention to details;
- Excellent command of English;
- Willingness to learn and improve your skills.

###### Desirable:

- Experience of using image editing software (Gimps or Photoshop);
- Experience of using audio editing software;
- Interest in social media, history, and heritage.

##### What you will gain:

- Training in image and audio editing;
- Training in Digitisation, Copyright, and Metadata;
- Accreditation in 'Digitising materials for museums, libraries and archives', Level 2, Credit 3, from Agored Cymru (it is not compulsory to complete accreditation);
- The opportunity to develop and learn new skills;
- Chance to meet other people and improve your confidence and communication skills;
- Improving your CV and enhancing your employability;
- A reference from JHASW (on delivery of the task).

**Additional information:**

Location of opportunity: Cardiff

Start date: 01/09/2018

Hours: You are expected to commit at least **5 hours per week** to the project.

Travel Expenses: Out of pocket expenses reimbursed.

Pay: Voluntary work.

For application pack and/or more information, please contact: Klavdija Erzen, Project Manager, [klavdija.erzen@jhasw.org.uk](mailto:klavdija.erzen@jhasw.org.uk), 0797 211 3952.