



## **VOLUNTEER OPPORTUNITY**

### ***Position Description – Event Reporter***

#### ***Historic Houses Association of Australia Overview***

The Historic Houses Association of Australia is a charitable institution that exists to promote community appreciation of, study of, understanding of and support for places and collections for their historic, architectural, social, cultural and/or scientific significance in order to increase public understanding and appreciation of the community functions and benefits of such places and collections. HHA pursues these through a range of activities and services including local and regional tours, talks and symposiums, open houses, advocacy and promoting the HHA Property Network.

#### ***Event Reporter Role***

The Historic Houses Association of Australia is seeking an Events Reporter to produce quick turn-around content on our events program as part of our media marketing and publicity strategy. Events Reporters are responsible for producing timely coverage (including photographs, video etc) of our walks, talks and tours program. Volunteers will need to have experience in creating content for social media and online distribution and be able to deliver well-written articles to tight deadlines.

All Volunteers are required to complete induction training prior to beginning their volunteer role. From time to time Volunteers will be required to acquire new skills in order to fulfil their role. Volunteers are expected to show a willingness to participate in any training and learning that supports the provision of new skills & knowledge.

Induction training is provided by HHA staff with an expectation of a minimum six-month commitment.

#### ***Primary responsibilities include:***

Collaborating with HHA staff to support the overall Communications strategy

Attending HHA events

Producing reports to a high standard, considering images, video, audio and other digital storytelling tools. Producing a full package of content where possible.

Developing content beyond 'on the day' coverage where appropriate

Ensuring HHA values are maintained and that digital publishing best practice is adhered to.



***Key requirements:***

Excellent written communication skills  
Basic research skills  
Competent photographer  
Ability to take instruction as well as work independently  
Energy, drive, determination and self-motivation  
An interest in history or heritage  
Availability on weekends and evenings

***Desirable:***

Own transportation

***To apply:***

Please send a cover letter addressing the above requirements and either a one page CV or a summary of skills and interests to [manager@hha.net.au](mailto:manager@hha.net.au) or by post to General Manager, HHA, 1A Carthona Ave, Darling Point, NSW, 2027.

For further information contact the HHA office on 9252-5554 or email [enquiries@hha.net.au](mailto:enquiries@hha.net.au)