**Communications officer, Design History Society**  
Job Description

**Key responsibilities**

* Administrator of the Society’s website.
* Editor of the Society’s website (through a content management system).
* Editor of quarterly newsletter, with responsibilities including:
  + Drafting plan of contents
  + Liaising with authors
  + Sourcing design historical relevant news and events
  + Sourcing 1 key feature per issue
  + Sub-editing articles & reports
  + Laying out newsletter content via Mailchimp
  + Proof reading
* Management of DHS ambassadors in regards to website content. Key responsibilities will include:
  + Outlining relevant subject matter and ensuring content is relevant to the society and its members
  + Outlining and providing guidance on style/mode of writing to fit with the aims of the DHS blog
  + Editing/proofing of blog content
* Ensuring visual identity coherence of all Design History Society communication material.
* Consulting with other Committee members about the promotion of individual activities of the Society.

**Requirements:**

* Needs some knowledge of graphic design with regards to image editing/resizing, saving images for web publishing, basic HTML skills (for the website). May also require a copy of InDesign and Photoshop. A graphic design degree/experience is preferred.
* Knowledge/experience of design writing in order to edit/advise on newsletter feature content and manage DHS ambassadors with regard to direction, mode of writing, tone of voice, structure, focus etc.
* Experience of providing feedback/guidance on writing to others. Either in the context of higher education or within an editorial role for a publication.
* Social media experience would be desirable.