**Social History Society Communications’ Officer job description**

**26/1/15**

**Principal duties:**

* Running the social media accounts (Twitter, Facebook)
* Writing and updating the content on the website, and liaising with the web host about the website’s format and features
* Updating the website with new news items submitted through the society’s email account and website
* Publicizing the conference and other SHS events via social media – Twitter, Facebook and on the website
* Fielding queries from other scholarly societies, members and students
* Producing publicity for the society, including postcards, leaflets and the conference bags
* Writing press releases and articles to publicise the society (e.g. in the RHS newsletter)
* Taking photographs of events
* Liaising with the SHS postgrad reps about publicizing their events and profiles
* Serving on the exec committee of SHS, judging postgraduate papers for the prize at the annual conference, and assisting with other duties as required.

**Aims:**

1. To publicise the society among history scholars and postgraduate students
2. To liaise with other scholarly societies and provide a channel of communication with them
3. To promote the image and interests of the society among the wider public