



Thanks to National Lottery players

## The MacDougall of Dunollie Preservation Trust

### Digital Content Assistant (Dunollie GLAD Project) | Job Description

One Year Contract | 15 hours/week (flexible hours according to requirements)

£8,333 per annum (£19,656 Pro rata)

Location: Dunollie Museum, Castle & Grounds, Oban, Argyll

[www.dunollie.org](http://www.dunollie.org)

#### Start Date

28 February 2022

#### End Date

25 February 2023

#### Application Deadline

04 February 2022

The MacDougall of Dunollie Preservation Trust (DPT) was set up in 1998 in order to provide specific charitable benefits. The Trust's charitable purposes are to advance the heritage of the historic castles and property historically belonging to the family of the MacDougalls of Dunollie, Oban, Argyll, hereditary chiefs of the Clan MacDougall, and to preserve and retain in Scotland the artefacts, paintings and others also historically belonging to the MacDougalls of Dunollie, and to advance education through public display and interpretation of these historic assets.

These charitable purposes are delivered in the main, via Dunollie Museum Castle & Grounds.

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### Overview

The post holder will follow the brand new Dunollie GLAD project, gathering content for use in digital outputs, creating interesting and educational online resources for world-wide and onsite consumption. The aim is to contribute to engaging audiences from all over the world in Dunollie's fascinating heritage using new digital methods. Dunollie GLAD establishes a route through the aftermath of the pandemic to provide structure, foundation, methodology for a sustainable new era for DPT. The plan utilises the charity's expansive green spaces and its digital opportunities for physical additions, growing engagement and new opportunities and innovative approaches which will allow existing and new audiences increased access to our heritage safely and comfortably. The plan explores new methods for us to deliver benefits to our community, to re-build revenue streams, and support our local economy, to the standard

that our exceptional operation was headed prior to the virus outbreak. Dunollie GLAD focusses on three main strands

- Dunollie Historic **Garden** activity space for social distance and outdoor opportunities.
- Dunollie **Links** Post Covid - Community Engagement in ways which meet the needs of the new normal and
- Dunollie **Digital** connections taking our resource and bringing it bang up to date in the post-covid world-wide digital market place.

## The Role

This person will gather and manage content for a blend of digital access routes, including onsite QR codes, short videos for skills development, digital workshops, interactive webinars, livestreaming of activities and events, film, podcast and photography. This will provide access to our heritage via digital outputs for learning, engagement, entertainment, promotion and fund-raising and immerse audiences in remote heritage experiences.

## Responsibilities

- To follow the GLAD Project activities, identifying, and utilising opportunities for new content.
- Planning content gathering efficiently and effectively in collaboration with the rest of the team.
- Managing, storing and curating content as required for planned digital projects.
- Collaborating with the wider Dunollie team and external specialists to create digital outputs including YouTube Video, Facebook Live, Zoom Talks, Podcast, Photography, Graphic Design, Other Video Footage.
- Assisting in growing Dunollie's online engagement by providing a continuous supply of content.
- Being flexible and available to be in attendance for activities as they take place in order to capture the very best content.
- Working with the General Manager, the Marketing Coordinator and the GLAD team on requirements for continuing to grow digital content production and engagement.

## About You

Essential:

- A creative individual, with experience of preparing content for the different mediums being used.
- Excellent IT skills, with experience in content creation.
- Comfortable working in the outdoors.
- A team player, who can work well in collaboration, listen closely and accurately to grasp the tone of each experience or activity we provide at Dunollie.

- An understanding of the broad spectrum of audiences who might access digital content from a heritage site.
- An organised individual, who can be flexible with their time and able to manage a schedule of activities.

Desirable:

- A background in heritage, gardening or environmental subjects.
- A relevant qualification in marketing, content creation etc.

Interviews scheduled to take place the week beginning the 14 February 2022.

For an informal discussion about the role, please contact Emma Sutcliffe (General Manager) by emailing [emma@dunollie.org](mailto:emma@dunollie.org) or by phoning 01631 570550 during office hours (Monday-Friday, 9am-5pm).

Please apply using an update to date CV and Covering Letter, outlining your suitability for the role. Applications can be submitted to [info@dunollie.org](mailto:info@dunollie.org) or delivered to Recruitment, Dunollie Museum, Castle and Grounds, North Wing, Dunollie House, PA34 5TT.