



# **PUBLIC RELATIONS TRUSTEE**

## **THE ROLE**

We are seeking a dynamic and proactive PR expert to join our Board of Trustees. This new role is pivotal in developing and enhancing our media relations. The ideal candidate will have a strong background in partnerships, PR, or press roles, and will be instrumental in strengthening our existing relationships while forging new collaborations to help us achieve our strategic goals.

As a Trustee, you will play a crucial role during this exciting period of change for the Trust. Following the devastating impact of Covid-19 on the arts sector, local communities, and cultural heritage businesses, we are embarking on a journey to create a new brand identity, build new resources and ways of working, and develop a new strategy to empower the museums and galleries of St Albans to do more.

## **DELIVERABLES**

We recruit active Trustees, that is Trustees who also hold deliverable roles as part of the Trust's functioning. In the role we would expect the Trustee to:

- Develop the Trust's public facing brand, identity and relations to cultivate greater impact and synergies across our stakeholder network
- Forge new relationships with journalists, influencers, media outlets and KOFs
- Deliver quarterly progress updates at the Trustee meetings
- Provide strategic leadership and insight to inform the decision making of the Trust
- Expected to attend a minimum of three of our Quarterly trustee meetings either online or in person, and 2+ working group meetings
- We anticipate the workload to equate to about 2 days a month, primarily based in St Albans or North London



## **ABOUT YOU**

The ideal candidate shall:

- Have relevant experience in a partnerships, stakeholder engagement or PR role, either within or outside of the sector
- Have some experience in project management
- Be digitally literate and able to use appropriate office and conference software (eg Zoom, Google Docs)
- Have a passion for the arts and knowledge of St Albans Museums and Galleries and Heritage
- We do not expect the candidate to have prior Trustee experience and can provide mentoring and guidance in this area.

## **ABOUT US**

### **WHO WE ARE**

We believe that the museums, galleries, historic buildings and archaeological sites of St Albans and the surrounding district are inspirational hubs for local residents and visitors. Through our collections, programmes and events we inspire, educate and attract visitors to the area.

Founded in 1995, the St Albans Museums and Galleries Trust is a registered charity and a key partner of the St Albans Museums Service.

Our work includes supporting the development and improvement of the community's wonderful museums and galleries. We do this through fundraising, allocation of grants, strategic planning support and being a proud champion of the Museums and Galleries wonderful work.

### **WHAT WE DO**

We were a key partner along with St Albans City and District Council and the University of Hertfordshire, in the development and creation of St Albans Museum & Gallery. In addition to being part of the Programme Board and being fully involved in decisions



about the project, we led the fundraising team that raised over £1.6 million towards the £7.75 million capital project.

We have supported a broad range of innovative and key projects of local, national and international significance such as:

- Building a bespoke gallery for the Roman Hypocaust Mosaic in Verulamium - facilitating essential conservation works and an augmented visitor experience
- Improvements to the award winning museum of Roman life: Verulamium Museum

Smaller projects have included:

- Assisting with obtaining funding for exhibitions such as the UH Arts curated Barbara Hepworth exhibition and the St Albans Museums Service's Pickling Project
- Viewing platform outside the Hypocaust
- Signage for works of art around the City
- Children's mosaic craft table
- Costume History talks including Dickens, Royal Brides, Titanic
- Purchase of display cases
- Funding WWI live history

## **APPLYING FOR THE ROLE**

To apply, please send:

- A CV or portfolio of work
- A covering letter of no more than 800 words or a video application of no more than 2 minutes detailing:
  - Why you are choosing to apply for the role
  - How your skills and experiences would help in this role
  - What you hope to learn or achieve in this role

Please send your application to [chair@stalbanstrust.org.uk](mailto:chair@stalbanstrust.org.uk) by 23:59 17 August 2025, with online interviews taking place the following week.