



Think+DO Volunteer Role Communications & Media

Location	Online or Think+DO Tank Community House, 2 / 40 Harris St Fairfield NSW 2165
Why do we need you?	The volunteers at Think + DO Tank (TDTF) are indispensable to the smooth running of all our operations. When Think + DO Tank is staffed by a well-trained, passionate and committed group of volunteers, we are able to deliver our vision of being a welcoming hub for the Fairfield community.
Who do we need? We welcome volunteers with all range of skills. You might be a 'starter' or a 'super' - either way we need and will support you!	<i>'Starter' Volunteer</i> <ul style="list-style-type: none"> • Basic Photography (mobile & digital camera) • Basic Videography (mobile & digital camera) <i>'Super' Volunteer</i> <ul style="list-style-type: none"> • Photography & retouching (photoshop) • Creating video content using iMovie • Videography & editing (Premiere pro) & publishing • Posting 'Stories' on FB & Insta • Basic Graphic Design (Adobe Creative Suite) • Basic Desktop Publishing (Google suite) • Basic Digital Skills (updating website & edm) • Creating a blog post on the TDTF website
What will you be doing?	<i>'Starter' Volunteer</i> <ul style="list-style-type: none"> • Take photos of books & products for the online shop and blog • Take photos of shop interior to add to asset library • Take photos and videos of happenings in the shop to post of social media stories <i>'Super' Volunteer</i> <ul style="list-style-type: none"> • Take photos, edit & retouch images for print & digital using Photoshop • Create a LWA lesson using iMovie • Take videos & edit videos using Premiere Pro & upload on Think + DO Tank TV (youtube) • Create posts & 'Stories' on the TDTF social media in TDTF's style and tone of voice



	<ul style="list-style-type: none"> • Design & edit flyers and posters for internal use • Create a blog post on the TDTF website
What can we offer you?	<ul style="list-style-type: none"> • A welcoming, friendly environment • An opportunity to connect to community • Deeper understanding of books & bookselling • Relevant work experience • Be mentored by industry professional • Gain valuable transferable skills <p>Training in</p> <ul style="list-style-type: none"> • Photography & Videography • Creative programs (Adobe Creative Suite) • Google Suite (Docs, Slides, Spreadsheets) • Web & eDM platform (squarespace & hubspot) • Social media marketing & youtube • TDTF systems for data entry (Circle) • Emergency procedure
How long is the commitment?	We need volunteers to come in on Monday and/or Friday for a minimum of 2 hours per day
What do you expect from me?	<ul style="list-style-type: none"> • Complete a Volunteer registration form http://thinkanddotank.net.au/volunteer • Attend an induction (online during COVID) • Attend a Think + DO Tank brand workshop (online) • Commit to a min 2 hrs/day or 4hrs/week • Contribute to the TDTF Marketing & Comms department by doing your part to help grow the TDTF brand • Commit to being a TDTF brand ambassador in your personal social network • Give us feedback about our volunteer engagement and how we can improve our community programs and services (f2f and online)
Have more questions?	Email us at volunteer@thinkanddotank.com.au with 'Communications & Media Role' in the subject