

Volunteer Opportunity

Volunteer Role Title:	Website manager
Organisation:	<p>Highbury Theatre Centre</p> <p>We are a small, friendly arts centre run entirely by volunteers. Each year, we put on a season of theatre productions and also run a film club. Other companies also use the theatre for their performances.</p>
About the role:	To ensure our new website is maintained and updated, both technically and in relation to content.
Key tasks:	<p>To ensure the technical aspect of the website is maintained, including hosting, security, and backups.</p> <p>To co-ordinate a small group of volunteers in keeping the content of the website up-to-date.</p> <p>To liaise with other members of the marketing committee, to ensure consistent 'messaging' across all our communication channels (including newsletters and social media).</p> <p>To liaise with other members of Highbury Theatre (eg Chair of Arts Committee & directors) as required.</p>
Skills and qualities needed:	<p>Confident with IT and willingness to learn to use WordPress, if not already familiar with it.</p> <p>An interest in the activities of the theatre.</p> <p>Able to work with a small team.</p> <p>Responsive.</p> <p>Well organised and accurate.</p>
Support and training offered:	<p>The designer of the new website will provide a handover.</p> <p>The theatre's marketing committee will provide support.</p>
Time commitment and location:	<p>Approximately a week in June, with the launch of the new season, and then two or three hours a week through the rest of the year.</p> <p>Most activity can be done from home, but the manager might find it helpful to come to the theatre from 10am to 12 noon on Wednesday mornings.</p> <p>Highbury Theatre Centre, Sheffield Road, B73 5HD</p>
Apply/find out more:	volunteering@highburytheatre.co.uk