



Volunteer Opportunity

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| Volunteer Role Title: | Programmes Co-ordinator |
| Organisation: | <p>Highbury Theatre Centre</p> <p>We are a small, friendly arts centre run entirely by volunteers. Each year, the Highbury Players put on a season of theatre productions, and Highbury Cinema runs a film club. Other companies also use the theatre for their performances.</p> |
| About the role: | <p>To set up and arrange the printing of the audience programmes for the theatre's Highbury Players' productions (typically seven to nine a year).</p> |
| Key tasks: | <p>To liaise with the director of each production and other members of Highbury Theatre to obtain copy and images for inclusion in the programme.</p> <p>To lay out the content for each programme and submit it for proof reading and subsequent editing.</p> <p>To send the programmes for printing and return, in time for the opening night of the production.</p> |
| Skills and qualities needed: | <p>Confident with IT, particularly image editing and desktop publishing software.</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 current programme co-ordinator will provide a handover.</p> <p>Key members of the theatre's marketing committee will provide support.</p> |
| Time commitment and location: | <p>Approximately 15 hours spread across about three weeks before each production, typically between August and June. Most activity can be done from home, but the co-ordinator might find it helpful to come to the theatre occasionally.</p> <p>Highbury Theatre Centre, Sheffield Road, B73 5HD</p> |
| Apply/find out more: | <p>volunteering@highburytheatre.co.uk</p> |