Volunteer Opportunity

Volunteer Role Title:	Graphic designer
Organisation:	Highbury Theatre Centre 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 cinema. Other companies also use the theatre for their performances.
About the role:	To design, set up and arrange the printing of the publicity materials for our theatre activities including the season guide, productions, films and other events.
Key tasks:	To liaise with other members of the marketing team to obtain images and copy for creating publicity materials. To design the publicity materials and submit for proof reading and subsequent editing. To issue the publicity materials for printing and use on our website and social media platforms.
Skills and qualities needed:	Confident with IT, particularly image editing and desktop publishing software such as InDesign. An interest in the activities of the theatre. Able to work with a small team. Responsive. Well organised and accurate.
Support and training offered:	Basic training in the use of InDesign can be provided. The chair of the marketing committee will provide a handover and support, as well as sharing the workload. Other members of the theatre's marketing committee will also be available for support.
Time commitment and location:	Approximately four hours a week from March to June, when the publicity materials for the new season are developed, and then approximately one hour a week through the rest of the year to deal with changing circumstances. Most activity can be done from home, but the role holder might find it helpful to come to the theatre occasionally. Highbury Theatre Centre, Sheffield Road, B73 5HD
Apply/find out more:	volunteering@highburytheatre.co.uk