Highbury Theatre Centre

Volunteer Opportunity

Volunteer Role Title:	Programmes Co-ordinator
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 set up and arrange the printing of the audience programmes for our theatre productions (typically seven a year).
Key tasks:	To liaise with the director of each production and other members of Highbury Theatre to obtain images and copy for inclusion in the programme. To lay out the content for each programme and submit it for proof reading and subsequent editing. To send the programmes for printing and return, in time for the opening night of the production.
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 current programme co-ordinator will provide a handover. Key members of the theatre's marketing committee will provide support.
Time commitment and location:	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 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