**Who are we and what do we do?**

As you may know, North Devon Theatres’ Trust is a registered charity (number 1027553) and we run two professional theatres – the Queen’s Theatre in Barnstaple and the Landmark Theatre in Ilfracombe.

***“We believe in the power of the arts to change people’s lives for the better”***

Our objective is to provide events, activities and facilities for the improvement, development and enjoyment of arts and culture across the North Devon region for all members of the community whatever their ability, interest or background, whether as a participant, audience member or artist and also to appeal to visitors to the area.

To do this, we provide a varied theatre programme, special projects, one-off artistic residencies and our own in-house performing arts classes and workshops.

We would not be able to present our high quality programme, education projects, festival events or museum projects without the generous support of our funders. Each year we need to raise over £500k from donors, sponsors, grant makers and charitable trusts and foundations to make our work possible.

**Volunteer Display Co-ordinators**

**What would you do?**

As a volunteer Display Co-ordinator, you will work with the marketing team to help promote North Devon Theatres’ programme of arts, entertainment and education classes. You’ll plan and create eye-catching and creative displays for either or each of our venues using print supplied by visiting performers and some created in-house. Sometimes you’ll be required to mount a display off-site, for example at a local library.

Opportunities exist at both of our venues - the Queen's Theatre in Barnstaple and the Landmark Theatre in Ilfracombe. Display Co-ordinators can specify a venue that they would like to volunteer in or can get involved in both locations.

**Why should you join our team?**

* You have an interest in the arts and would like the opportunity to learn new skills.
* You would like to do something for your community.
* You like face to face contact with the general public, being amongst like-minded people and would like to make new friends.
* You would like to share your existing skills and experience to benefit the organisation.

**Do you need experience?**Ideally, you would have some knowledge and experience in designing exhibits to highlight a particular theme; good public relations and planning skills and be detail oriented, self-motivated, and able to work with minimal supervision.

**How does it work?**

You’ll meet regularly with the Publicity Manager to agree a schedule of displays and identify what the requirements are for each. It may then be necessary for you to source additional resources (i.e. supplementary images, themed props, etc) and then mount the display in the appropriate venue space.

Once the event has passed you will be required to break down the display and mount the next one in the schedule.

**Role Description:**

**Role:** Volunteer Display Co-ordinator

**Responsible to:**  Publicity Manager

**Hours:** Approx. 1-2 hours each week

**Purpose of the post:**

To assist the marketing department in providing attractive, interesting, "eye catching" and timely displays at either or both of our venues in Barnstaple and Ilfracombe to promote North Devon Theatres’ programme of arts, entertainment and education classes

The aims of the role are:

* to increase awareness of, and interest in, North Devon Theatres (The Queen's Theatre and The Landmark Theatre) and our facilities
* to attract more attendance to shows at both theatres

**Key responsibilities:**

1. Supplying or arranging for displays to be installed on a monthly basis.

2. Managing the set-up and breakdown of each exhibit.

3. Planning and keeping records of display topics, often coordinated with seasonal or programme themes, several months in advance.

4. From time to time, mount public displays off-site - assistance with transport and travel could be arranged.

**Essential Skills, Abilities & Experience:**

* Knowledge and creativity in designing exhibits to highlight a particular theme.
* Good public relations and planning skills
* Detail oriented, self-motivated, and able to work with minimal supervision.
* Enthusiasm for promoting and representing North Devon Theatres confidently.

**Desirable**

* Ability to transport display materials (posters, flyers, etc) between venues.

**If you are interested and would like more details, please contact Sarah Anderson (Publicity Manager)**

**t: 01271 869221**

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