**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.

**Education Team Volunteer**

**What would you do?**

Make the Move is our  arts learning programme which encourages participation in the arts regardless of age and ability. Volunteers get involved in many different ways usually in support of our workshops, residencies, performances and events.

The roles include hair styling, make-up and face painting; costume making and wardrobe management; prop making and set building; Assistant Stage Managers; admin and project support.

The majority of our education work is based at the Landmark Theatre in Ilfracombe although there are occasional opportunities at the Queen's Theatre in Barnstaple and we hope to build on this in the future.

**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 and see some great shows and events.
* 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 and others. You would like a huge sense of satisfaction in knowing you are helping and making a real difference.

**Do you need experience?**No however, experience in any of the above areas would be very welcome. As an Education Team volunteer you will be required to apply for the Disclosure and Barring Service (DBS) check. You will be given a form to complete and you will need to provide original documents confirming your identity.

**How does it work?**

* Our Education and Special Projects Officer will send regular notice of forthcoming projects and volunteer opportunities available.
* You will be asked to confirm the events that you are able to help with.
* The Education and Special Projects Officer will then confirm dates and times by email or phone. A shift can vary between 2 and 4 hours and no regular commitment is necessary.

**Role Description:**

**Role:** Education Team Volunteer

**Reports to:**  Education and Special Projects Officer

**Hours:** Non-specific

**Purpose of the post:**

Through our education programme we have given over 200,000 exciting opportunities for young and aspiring artists to learn and develop their craft. Volunteering as part of this team means you are helping to make a real difference to participants and provide creative opportunities that would otherwise not be available in North Devon.

**Key responsibilities:**

1. **Hair styling, make-up and face painting**
* Reporting to the project artistic director/designer
* Providing hair and make-up styling to company during performances and events
* Usually a week long voluntary project with some research and development in the 2 months prior
1. **Costume making and wardrobe management**
* Reporting to the project artistic director/designer
* Assisting on project and production costume design
* Potential to design costumes
* Potential costume making
* Alterations
* Wardrobe management
* Week long or termly projects available
1. **Prop making and set building**
* Reporting to the project artistic director/designer and Make the Move Stage Manager
* Designing, sourcing, building and painting props and scenery for projects and performances
* Week long and termly projects available
1. **Assistant Stage Managers**
* Reporting to North Devon Theatres Stage Manager.
* Lifting and shifting props and scenery during productions
* Usually a week long voluntary project
1. **Administration**
* Administration support signing children in and out of the building
* Collating information for reporting
* Maintaining Make the Move student files and information
1. **Project support**
* Working with the artistic director/project leader
* Signing children in and out on project days
* Providing support to young people who may need an extra bit of re-assurance or help
* Manage materials, room set up, clearing up
* You may have skills in cutting out, paper mache, colouring in, possibly some sewing, mosaic, painting, drawing, clay work, gluing or make a fabulous cup of tea ☺

**Essential Skills, Abilities & Experience:**

* Enthusiasm for promoting and representing North Devon Theatres.
* Previous experience of working with the public in the provision of a service.
* Good knowledge of customer service principles, with an understanding of customer expectations and how these can be met.
* An ability to work effectively in a pleasant manner with a wide range of customers and staff.
* An ability to accurately handle money and stock. There are no cash tills, so you must be confident and capable in using mental arithmetic or a calculator.
* Good communication skills, including the ability to understand and respond to written and spoken instructions and briefings.
* A good track record in attendance and the ability to maintain this.
* Good timekeeping with the ability to volunteer flexible shifts on a consistent, reliable basis.
* Confidence and physical ability to aid the Duty Manager with evacuation of the building. (Full training will be given)
* As an Education Team volunteer you will be required to apply for the Disclosure and Barring Service (DBS) check.

**If you are interested and would like more details, please contact Carol Turner (Education and Special Projects Officer)**

**t: 01271 869216**

**e:** **carol.turner@northdevontheatres.org.uk**