**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.

**Friends of North Devon Theatres Support Team**

**What would you do?**

As part of the Friends of North Devon Theatres Support Team, you would be called upon to help out at Friends fundraising and awareness-raising events and activities. Typically, the Friends contribute between £4000 and £8000 per year from fundraising and so your support and involvement is very much appreciated.

**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?**No. We welcome people with good ideas and enthusiasm, but do apply if you have experience of raising funds – we need your help!

**How does it work?**

The Friends committee organise events and activities (i.e Golden Seat Draw linked to performances, Speed Crafting, Fashion Shows, etc.) at agreed times and dates. A rota is drawn up and the Friends support team sign up for slots they are able to fill. The commitment would be approx. 2-3 evenings per month including some weekend events

**Role Description:**

**Role:** Friends of North Devon TheatresSupport Team Member

**Responsible to:** Chair of Friends Committee

**Hours:** Attendance at events and activities when possible and as required (approx. 2-3 evenings per month including some weekend events).

**Purpose of the post:**

The Friends of North Devon Theatres is the voluntary group that supports fundraising and awareness of North Devon Theatres. They act and operate with the consent of the Board of Trustees and under the terms of their written constitution within the Charitable framework of North Devon Theatres’ Trust (Registered Charity 1027553).

The aims of The Friends are

* to increase awareness of and interest in North Devon Theatres (The Queen's Theatre, Barnstaple and The Landmark Theatre, Ilfracombe) and their facilities
* to attract more attendance to shows at both theatres
* to raise money for the development of North Devon Theatres’ facilities and projects.

**Key responsibilities:**

1. To participate in awareness raising activities on behalf of North Devon Theatres.

2. To attract attendance to shows at both theatres, through a range of means including attending public events, advocating our membership schemes and acting as ambassadors in the community.

3. To raise money on behalf of North Devon Theatres’ Trust, through a range of means which are determined by the Committee (including but not limited to raffles, stalls, events, donations etc).

**Essential Skills, Abilities & Experience:**

* Enthusiasm for promoting and representing North Devon Theatres confidently.
* An ability to work effectively in a pleasant manner with a wide range of people.
* Good communication skills, including the ability to understand and respond to written and spoken briefings.

**If you are interested and would like more details, please contact Jo Griffiths (Development Manager)**

**t: 01271 334678**

**e:** [**jo.griffiths@northdevontheatres.org.uk**](mailto:erick.muzard@northdevontheatres.org.uk)