



# Behind the Scenes: Saving and Sharing Cambridge Arts Theatre's Archive

Volunteer Application Pack  
Archive Volunteer

September 2019 – July 2020

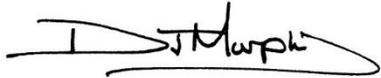
Dear Applicant,

Thank you for your interest in the role of Archive Volunteer at Cambridge Arts Theatre Trust Ltd, detailed overleaf.

If you would like to apply, please e-mail a brief CV and covering letter of **no more than 500 words** that outlines your suitability for the role to: [eking@cambridgeartstheatre.com](mailto:eking@cambridgeartstheatre.com)

I look forward to receiving your application and thank you for your interest in the work of Cambridge Arts Theatre Trust Ltd.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'D Murphy', with a long horizontal stroke underneath.

Dave Murphy  
Chief Executive  
Cambridge Arts Theatre Trust Ltd.

## Cambridge Arts Theatre – ‘Behind the Scenes: Saving and Sharing Cambridge Arts Theatre’s Archive’

**Duration:** September 2019 – July 2020.

**Hours:** Flexible - to be discussed at interview, (principally between Mon-Fri 10-4)

**Location:** Cambridge Arts Theatre, 6 St Edward’s Passage, Cambridge, CB2 3PJ

**Expenses:** We can repay reasonable travel and lunch expenses against receipts.

*We welcome applications from all sections of the community.*

### Cambridge Arts Theatre

Cambridge Arts Theatre is an independent theatrical charity. We’re here to inspire and nurture a lifelong love of the performing arts and to secure the future of our Theatre for the next generation of theatregoers.

### The Project

Cambridge Arts Theatre is a much-loved regional and national institution, whose heritage is rooted in the city of Cambridge. This project is to catalogue, protect and share the Theatre’s archive which is currently split between Cambridge Arts Theatre and the V&A archive. The project will:

1. Ensure the preservation of unique items situated in Cambridge which are currently at risk of damage.
2. Unite and safeguard the collection: catalogue the collection in Cambridge with volunteers from the local community, before permanently housing the collection at the V&A where it will be appropriately stored and made accessible to the public.
3. Create 26 volunteer opportunities, including 10 roles for sixth form students to gain skills in collecting and editing oral histories, 8 archive volunteer roles, and 8 learning volunteer roles to support exhibitions, talks and the creation of online learning resources.
4. Run a series of exhibitions and talks about treasures from the collection and the history of the Theatre.
5. Create online learning resources using unique materials from the collection to engage local and national schools.
6. Create a new archive of oral histories collected from members of the local community who wish to share their memories and experiences of the Theatre.

**The Archive Volunteers will assist the Project Archivist with the following tasks:**

#### Key Responsibilities

- Creating lists of publicity and marketing material, as well as framed art works, volumes and audio-visual material using Word tables or Excel spreadsheets

- Basic cleaning of archival material, including the removal of staples, paper clips and rubber bands, cleaning of posters and framed items
- Weeding out duplicate material
- Rehousing of archival material
- Organising records prior to cataloguing
- Assist in the selection of material from the archive to feature in exhibitions and displays
- There will also be opportunities to write for the project volunteer blog and contribute to social media output on behalf of the project.

**About you:**

**You will be**

- Self-motivated with an interest in archives and heritage
- Passionate about theatre, specifically regional theatre, and the importance of protecting its history and promoting its future through the archive
- Able to work systematically and comfortable performing repetitive tasks
- Able to work both independently and as part of a team
- Competent using computer software such as Word and Excel, or willing to learn how to use these systems
- Able act with integrity, and comply with confidentiality and data protection as and when needed for the role

**You will have**

- Good communication skills
- The ability to use your own initiative
- Excellent attention to detail
- An interest in working with archival collections or experience working with archival material
- A willingness to work with a diverse, intergenerational team