Dear Applicant,

Thank you for your interest in the post of Learning Manager and Volunteer Co-ordinator at Cambridge Arts Theatre Trust Ltd.

If you would like to apply for this position, please e-mail a CV, detailing your full employment history, academic and professional qualifications, current salary and a covering letter of no more than 500 words that outlines your suitability for the role to: development@cambridgeartstheatre.com

The deadline for all applications is midday on Friday 7th June 2019.

First round interviews will be held and those shortlisted may be invited to a second interview.

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

Yours sincerely,

[Signature]

Dave Murphy
Chief Executive
Cambridge Arts Theatre Trust Ltd.
Cambridge Arts Theatre - Learning Manager and Volunteer Coordinator
Salary: £23,000 pro rata, 3 days per week
Duration: Fixed term 1 year

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 will 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 Learning Manager and Volunteer Coordinator role relates specifically to above points 3 – 6.

Key Responsibilities
- Lead on creating, implementing and delivering the learning activities for ‘Behind the Scenes: Saving and Sharing Cambridge Arts Theatre’s Archive’, a National Lottery Grants for Heritage project.
- Recruit and manage volunteers (specifically learning volunteers and oral history volunteers – max 12 volunteers at one time).
- Oversee the collection of the oral histories.
- Develop Lesson Starters and In-Depth Teaching Resources.
- Organise a series of four talks with accompanying displays/exhibitions.

Your Skills
- A self-starter with a passion for heritage and ability to work on own initiative and as part of a team.
- Ability to think creatively and convert ideas to create imaginative and innovative learning resources.
- Ability to engage with diverse audiences across a wide ability and age ranges.
- Ability manage a number of learning projects simultaneously, ensuring planning, organising and prioritising work load to meet project deadlines and achieve results.
- University degree or certified level in a relevant occupational qualification or be able to demonstrate equivalent experience.
- Knowledge of developing learning resources and demonstrable experience in heritage education.
- Demonstrable experience of recruiting and managing volunteers.
Terms and Conditions:
Salary: £23,000 pro rata
Hours of Work: Part time (0.6/3 days per week). Based on a 40-hour week.
Holiday entitlement: 20 days plus bank holidays
Probationary Period: 3 months
Notice Period: Following the completion of a successful probationary period, the notice period is 1 month

Closing date for applications: Midday on Friday 7th June 2019
First Round Interviews: Friday 14 June 2019

Appointment subject to references.

Cambridge Arts Theatre is an equal opportunities employer welcoming applications from all sections of the community.