

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

Volunteer Application Pack
July 2019 – June 2020

Learning Volunteer
(Exhibitions and Schools)

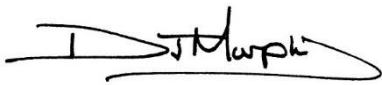
Dear Applicant,

Thank you for your interest in the role of Learning 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: rosborne@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 line extending from the end of the signature.

Dave Murphy
Chief Executive
Cambridge Arts Theatre Trust Ltd.

Cambridge Arts Theatre – Oral Histories Collection as part of ‘Behind the Scenes: Saving and Sharing Cambridge Arts Theatre’s Archive’

Duration: July 2019 – June 2020

Hours: Flexible - to be discussed at interview

Travel: Interviews will be conducted in Cambridge but some travel may be required.

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 Learning Volunteers will assist the Learning Manager with the following tasks:

Key Responsibilities

- Undertake bespoke training on how to successfully curate an exhibition
- Develop practical experience in preparing for and delivering four exhibitions to members of the public
- Assist the Learning Manager with organising four archive-related talks to correspond with the four scheduled exhibitions and our corresponding performances
- Engage with patrons and professionals associated with the Theatre from diverse backgrounds, delivering information on the Cambridge Arts Theatre archive and the Theatre's history
- Assist the Learning Manager with the development and application of specially designed learning resources for local schools, centring around Cambridge Arts Theatre's rich history
- Evaluate and help to assess the success of the four exhibitions, four talks, and learning resources in the light of the project's aims and values

Your Skills:

You will be

- A self-starter with a passion for heritage
- Passionate about theatre, specifically regional theatre, and the importance of protecting its history and promoting its future
- A clear and articulate communicator
- Confident in speaking with a range of different people

You will have

- A passion for exhibition work and the preservation of heritage
- The ability to use your own initiative
- The ability to engage and liaise with a diverse range of people from differing age ranges and backgrounds
- An affable and approachable nature
- An interest in and understanding of the national curriculum