

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

Volunteer Application Pack
Volunteer Interviewers – Oral Histories

July 2019 – June 2020

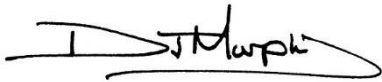
Dear Applicant,

Thank you for your interest in the role of Volunteer Interviewer at Cambridge Arts Theatre Trust Ltd, detailed overleaf. Please note that this opportunity is only available for sixth form students in Cambridgeshire – this includes students who will be moving into Year 12 in the new academic year (September 2019).

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 stroke extending to the left and a loop at the end.

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 Volunteer Interviewers will assist the Learning Manager with the following tasks:

Key Responsibilities

- Undertake bespoke training on how and why to collate oral history interviews
- Develop practical experience in using digital editing software

- Collate and edit oral histories from over 50 actors, former and current staff, and audience members, some of whom have been attending the Theatre for over half a century
- Engage with patrons and professionals associated with the Theatre from diverse backgrounds, collaborating especially with older members of the Theatre's audience
- Curate an online archive of oral histories collected from members of the community who wish to share their memories and experiences of the Theatre.

Your Skills

You will be:

- A self-starter with a passion for heritage
- Genuinely fascinated by and interested in human stories, particularly in relation to the Arts
- Passionate about theatre, specifically regional theatre, and the importance of protecting its history and promoting its future
- Competent using a range of computer programmes, and excited about learning how to use new editing software

You will have:

- 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
- A particular interest in working intergenerationally with older people
- An interest in learning interview techniques