

Protecting theatres
for **everyone**



Archive and Library Volunteer

Theatres Trust offers opportunities to assist with the development of its archive and library collections.

Established by the Theatres Trust Act 1976 to promote the better protection of theatres, The Theatres Trust is The National Advisory Public Body for theatres. As a statutory consultee on theatre buildings in the planning system, we provide expert advice on the sustainable development of theatre buildings and help promote awareness and solutions for theatres at risk. We champion all theatres, historic, contemporary and new in theatre use, in other uses or disused.

Our main objective is to safeguard theatre use, or the potential for such use. We do this through providing expert advice on design, conservation, property and planning matters to theatre operators, local authorities and official bodies. We are often the only source of expert advice on theatre use, design, conservation, property and planning matters available.

About the Theatres Trust's Library and Archive

Theatres Trust's central London based Resource Centre provides dedicated space for researchers to access Theatres Trust's archive, library and special collections. Our resources include: an online database and image library with records of nearly 4,000 theatres and former theatres across the UK; a Reference Library containing a 1,500-strong specialist theatre book collection (including the library of the Association of British Theatre Technicians); over 2,700 working files for extant and demolished theatre buildings; an estimated 10,000 theatre architectural plans; and special collections containing theatre photographs, press cuttings and postcards.

About the role

A volunteer placement could include the following activities: listing library books and archive material (postcards, photographs and files of correspondence) in Microsoft Excel and on Archives Hub; indexing the Trust's magazine; helping with outreach events; enquiry research; using the Trust's image management system.

Person specification:

- Excellent spoken and written English
- Strong ICT skills with experience of Microsoft Word and Excel
- High standards of accuracy and attention to detail
- Able to follow agreed procedures and instructions accurately and consistently
- Able to solve problems and think logically
- Interest in architecture, theatre history and/or archive and library work

The Archive and Library Volunteer will be supervised by the Trust's Records Officer. The period of the volunteer placement is negotiable, but we would be looking for someone who could offer one day a week for at least three months.

Volunteer placements are unpaid, however, reasonable daily travel expenses are reimbursed. Volunteers are based in the Trust's offices in central London.

How to apply

If you are interested in applying please send a copy of your current CV and a brief summary outlining your interest in the role to Stephanie Rolt, stephanie.rolt@theatrust.org.uk with Archive and Library Volunteer in the subject.

There is no deadline to apply for this role and we welcome expressions of interest all year round.