**Who are we and what do we do?**

As you may know, North Devon Theatres’ Trust is a registered charity (number 1027553) and we run two professional theatres – the Queen’s Theatre in Barnstaple and the Landmark Theatre in Ilfracombe.

***“We believe in the power of the arts to change people’s lives for the better”***

Our objective is to provide events, activities and facilities for the improvement, development and enjoyment of arts and culture across the North Devon region for all members of the community whatever their ability, interest or background, whether as a participant, audience member or artist and also to appeal to visitors to the area.

To do this, we provide a varied theatre programme, special projects, one-off artistic residencies and our own in-house performing arts classes and workshops.

We would not be able to present our high quality programme, education projects, festival events or museum projects without the generous support of our funders. Each year we need to raise over £500k from donors, sponsors, grant makers and charitable trusts and foundations to make our work possible.

**Friends of North Devon Theatres Committee**

**What would you do?**

As part of the Friends of North Devon Theatres committee you would be part of a team of up to 18 people who support fundraising and awareness-raising activities for North Devon Theatres. We ask you to attend a minimum of 8 meetings per year (usually in the evening), in addition to any events and activities you volunteer at to raise funds. At meetings, Friends discuss forthcoming events and plan for the future. They also hear about current projects at North Devon Theatres and consider requests from the charity for funds. You would contribute to these discussions and bring your ideas for ways to raise awareness and funds for the charity to the meetings.

Typically, the Friends contribute between £4000 and £8000 per year from fundraising and so your support and involvement is very much appreciated.

**Why should you join our team?**

* You have an interest in the arts and would like the opportunity to learn new skills.
* You would like to do something for your community.
* You like face to face contact with the general public, being amongst like-minded people and would like to make new friends.
* You would like to share your existing skills and experience to benefit the organisation.

**Do you need experience?**No. We welcome people with good ideas and enthusiasm, but do apply if you have experience of raising funds – we need your help!

**How does it work?**

The Friends of North Devon Theatres committee meets around 8 times per year (usually in the evening). At meetings, the Friends committee discuss forthcoming events and plan for the future. They also hear about current projects at North Devon Theatres and consider requests from the charity for funds. You would contribute to these discussions and bring your ideas for ways to raise awareness and funds for the charity to the meetings.

The committee organise events and activities at agreed times and dates, taking their individual roles in the planning and delivery as necessary. They also staff fundraising raffles at specific times e.g. during Pantomime at Christmas, so a rota is usually drawn up and Friends sign up for slots they can fill. They also take a lead role in encouraging others to help and support with these events.

**Role Description:**

**Role:** Volunteer Committee Member, Friends of North Devon Theatres

**Responsible to:** Chair of Friends Committee

**Hours:** Minimum of 8 meetings per year, plus attendance at events when possible

**Purpose of the post:**

Friends of North Devon Theatres is the voluntary group that supports fundraising and awareness of North Devon Theatres. They act and operate with the consent of the Board of Trustees and under the terms of their written constitution within the Charitable framework of North Devon Theatres’ Trust (Registered Charity 1027553).

The aims of The Friends are

* to increase awareness of and interest in North Devon Theatres (The Queen's Theatre, Barnstaple and The Landmark Theatre, Ilfracombe) and their facilities
* to attract more attendance to shows at both theatres
* to raise money for the development of North Devon Theatres’ facilities and projects.

**Key responsibilities:**

1. Committee members to attend Friends Committee meetings (min 8 per year).

2. To participate in awareness raising activities on behalf of The Queen’s Theatre and Landmark Theatres. (This may for example include running a stall at public events such as North Devon Show).

3. To attract attendance to shows at both theatres, through a range of means including attending public events, advocating our membership schemes and acting as ambassadors in the community.

4. To raise money on behalf of North Devon Theatres’ Trust, through a range of means which are determined by the Committee (including but not limited to raffles, stalls, events, donations etc). The term of office is up to three years, which can be renewed once.

Further details of membership of the Committee are in the Constitution of Friends of North Devon Theatres, which will be available to those invited to join.

**Essential Skills, Abilities & Experience:**

* Enthusiasm for promoting and representing North Devon Theatres confidently.
* An ability to work effectively in a pleasant manner with a wide range of people.
* An ability to think creatively to contribute to Committee plans for awareness and fundraising.
* An ability to accurately handle money and stock. There are no cash tills, so you must be confident and capable in using mental arithmetic or a calculator.
* Good communication skills, including the ability to understand and respond to written and spoken briefings.
* A good track record in attendance and the ability to maintain this

**If you are interested and would like more details, please contact Jo Griffiths (Development Manager)**

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