

## **Volunteer Role: Administrator at the Croydon Youth Theatre Organisation (CYTO)**

CYTO gives young people, aged 13 – 22, from across the borough of Croydon and neighbouring areas, access to drama and theatre activities to increase their confidence and life skills.

These activities immensely enrich our members' lives and the lives of our communities. We are inclusive, accessible, fun, challenging and diverse.

About the opportunity:

CYTO is looking for a dedicated volunteer with experience in administration, scheduling, and light book keeping, to work alongside our development manager. The role will be based at CYTO's Shoestring Theatre location in South Norwood.

Task Description:

- To support the management team in the smooth running of the office
- To maintain the theatre calendar, ensuring workshops, rehearsals, and meetings all have sufficient space to run.
- To update the company website with copy as directed by the development manager and management committee
- To respond to enquiries and communications from potential members, and current members.
- To process invoices in accordance with CYTO financial procedures
- To promote and manage the hire of CYTO's spaces by external groups
- To assist in the preparation of contracts for freelance tutors
- To assist in the compilation of monitoring data and feedback forms for workshops
- To assist in managing box office for productions

Time:

7 - 10 hours per week, which may be done in a single day, or divided over the week.

Requirements:

- Interest in and one year of experience in arts administration or transferable field
- An enjoyment of and interest in the performing arts
- An interest in the well-being of the young people of Croydon
- Confidentiality
- Adherence to CYTO's policies and procedures
- A current DBS check (issued in past year) or the willingness to undertake one

CYTO will undertake:

- To provide the necessary support and supervision of volunteers
- To provide initial induction and training in-house
- To include volunteers in team meetings and email correspondence relating to their position with CYTO and the project

To apply please send a CV and covering email to **David Page**, Chair of Management Committee at [admin@cyto.org.uk](mailto:admin@cyto.org.uk)