

Volunteer Academy Assistant

Short introduction

Are you passionate about supporting young people in the performing arts? Theatre Peckham Academy are looking for volunteers who can support us with administrative duties, which will sustain young people's passion for the performing arts.

- **Age requirements:** 18 – 30
- **Location:** Theatre Peckham, London SE5 7SD
- **When will the volunteering take place:** Weekdays
- **Duration of role:** 6 months+
- **Close date for applications:** 10th September 2020

What will I be doing?

- Answering enquiry emails from parents
- Making the registers for each class
- Compiling and processing feedback from parents and students
- Printing materials for different classes
- Supporting the Academy Manager in any other paperwork and administrative tasks

What skills will I develop?

- **Listening-** Having a steady line of communication with parents, the Academy Manager, and other employees in the organisation ensures the ability to evaluate and absorb information and tasks.
- **Presenting-** You will develop a clear style of presentation in written communication through emails and other paperwork and verbal communication with parents, students and others in the organization.
- **Problem Solving-** Answering enquiries from parents and solving issues that could arise in the Academy on a day-to-day basis will help you develop the ability to think and solve problems critically.
- **Creativity**
- **Staying Positive-** You will help create an air of positivity for young people through your administrative duties by resolving as many hindrances as possible for them to explore the arts
- **Aiming High-** After gaining confidence in supporting the Academy, you will have the skills to further your development in arts administration.
- **Leadership**



- Teamwork- Working closely with the Academy manager and in the wider organisation would ensure the development of skills to contribute and support a team.

What do I need?

- Strong communication skills
- Ability to work independently
- Organisational skills
- Motivation and Patience
- Competent proficiency in using MS Office

What else do I need to know?

The volunteer will need to undertake appropriate training before starting their role with Theatre Peckham. Travel costs might be covered, this is to be discussed with the Academy Manager and Accounts team.

What happens next?

To apply, please send your CV to admin@theatrepeckham.co.uk and cover letter we will arrange an interview with you.