**Macrobert Arts Centre, University of Stirling, FK9 4LA**

**Role Description:** Volunteer Fundraising Group Member

**Responsible to:** Development Manager

**Who we are:**

Macrobert Arts Centre is a charity and multi-arts venue based in Stirling. For the past 50 years, we have welcomed audiences and participants from all over Forth Valley, and beyond, to experience a high-quality and inspirational programme of live performances, film, art, culture and creative workshops.

**Role purpose:**

Every year we raise funds so we can gift free Panto tickets to disadvantaged children, young people, families and older people across Forth Valley. Our Volunteer Fundraising Group will come together to assist with raising funds, securing gifts, and promoting the Appeal throughout the area.

**There are various roles within the Fundraising Group, which include:**

* Researching potential funding, networking and promotional opportunities
* Actively seek out corporate support (financial and in-kind gifts)
* Drafting letters of support
* Participate in bucket collections at Panto performances throughout December
* Act as an ambassador for Macrobert Arts Centre by taking opportunities to promote the Appeal throughout the local area.

**Personal attributes required for the roles within the Group:**

* An interest in the arts
* Good communication and interpersonal skills
* Excellent written skills
* Proactive and self-motivated
* Excellent organisational skills
* Excellent attention to detail

**Hours of work:**

We anticipate that in the run up to December we will require volunteers to commit to a couple of hours a week. The role will be home based or in the community so it can fit around personal commitments. Throughout December, hours may vary, and we will require volunteers to help in the venue with tasks such as bucket collections.

**Training**

We will equip volunteers with the knowledge to carry out the role and allow them to meet Macrobert Arts Centre staff and other volunteers.

**Pay**

This is a voluntary role, however, reasonable expenses can be paid upon advanced agreement.

**How to apply**

Please complete and submit the associated application form to lisa.robertson@macrobertartscentre.org Please don’t hesitate to get in touch should you require additional information before making your application.