

Citizens Theatre

Volunteer Role Description

Volunteer Role:	Archive Volunteer
Responsible to:	Heritage Engagement Officer
Key Relationships:	Heritage Archives Officer, Participate and Marketing teams

The Citizens Theatre's archive collection is held by the University of Glasgow as part of its [Scottish Theatre Archive](#). However, there is a considerable amount of material still housed in the Citizens Theatre building that needs significant intervention to prepare it as a large deposit to the collection. Materials include a unique collection of 20th-century programmes, posters, playbills and photographic material. We are initially looking for **two volunteers** who can help us to make these important materials more accessible to more people.

About the Role:

Archive volunteers will work closely with the Heritage Archives Officer and Heritage Engagement Officer to help us continue to improve the way that we care for the archive collection and add to our knowledge of Citizens Theatre history.

You will conduct research into the collection materials, assist in cataloguing to international standards and help to rehouse collection materials into appropriate storage containers for long-term preservation ahead of transfer to the Scottish Theatre Archive. You will also help us to gather information and answer enquiries about the Citz, past performances and our links to wider Glasgow history. There may be opportunities to focus on particular sections of the collection such as the extensive photographic collection.

This volunteer role would suit people who have an interest in historical research, information retrieval and dissemination and those who want to support the work of the heritage team at the theatre.

This role would be particularly suited to someone who is on the pathway to becoming an archivist and wants to put the theory they are learning into practice. The role may also suit someone who has previous experience working with archival material and would like to refresh their skills and/or gain experience working with a different type of collection.

Familiarity with cataloguing standards and experience of cataloguing archive materials is desirable, but we welcome applications from anyone with a passion for organising and making materials accessible. All that you really need is an eye for detail, a methodical approach and some experience of Excel.

Please note that some lifting of boxes is required for this role. Some tasks may require the use of protective clothing, which will be provided.

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You will be volunteering in the Citizens Theatre building which is accessible – read more about access [here](#). We are particularly interested in hearing from people who live in our local Gorbals neighbourhood and surrounding areas.

What's involved:

- Work with the Heritage Archives Officer to sort, organise and rehouse the remaining uncatalogued archive materials based at the Citizens Theatre, uncovering stories and researching gaps in the collection
- Assist with the provision of information and research to meet our key audiences' needs.
- Help to answer enquiries from the public
- Work collaboratively with another archive volunteer and other heritage volunteers by sharing priorities and information
- **A minimum of 4 hours per week** on a Monday, Tuesday or Thursday (between 9.30am and 4.30pm)
- Where possible, we anticipate volunteer positions will be inducted from the end of November with activity starting soon after

What we offer

- A full induction covering the work and history of the Citz
- Ongoing support from the Heritage Archives Officer, Heritage Engagement Officer and members of the Participate Team
- Training about the Citizens Theatre's approach to engagement
- Work experience and a reference (after six months)
- A supportive and inclusive environment
- A flexible and person-centred approach which takes into consideration individual needs and motivations for volunteering (you can tell us about this in your application form)
- Opportunities to meet other Citz staff and volunteers and to get involved in Citizens Theatre activities
- Travel expenses, up to £6 per day
- Two complimentary tickets to Citizens Theatre productions in the Main Theatre

We expect there to be considerable interest in volunteering at the Citizens Theatre and we may not be able to accommodate everyone who applies. At the moment, **we are looking for two Archive Volunteers to join our team**. But we will ensure all applicants hear back from us and will continue to post further volunteering opportunities in the coming months.

You might also find the volunteer website, Make Your Mark, useful for finding other volunteering opportunities. <https://makeyourmark.scot/>

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How to Apply

If you are interested in an informal conversation about the role prior to application, or have any questions, please contact recruitment@citz.co.uk and your query will be directed to the appropriate person.

To apply, please complete the online Microsoft form: [Expression of interest form](#)
Then complete the online [Equal Opportunities form](#).

If you would like to discuss this role or need support in your application, please **come along to the Citizens Theatre on 06 November between 11am and 3pm** to meet with one of our team who can answer any questions and support with your application.

As part of the recruitment process Citizens Theatre collects and processes data relating to job applicants. We are committed to being transparent about how and why we collect, use and keep personal data secure. Please see the [Citizens Theatre Privacy Policy](#) on the website for full details.

Alongside the application you will be asked to complete an Equal Opportunities Monitoring Form online. This form will only be seen by our administrative processing team and will not be passed on to the person(s) preparing the shortlist. Your data will be kept secure and will only be used in anonymous form and in aggregate for analysis and reporting to stakeholders.

If you require an alternative way to make your application or the role description in an accessible format please contact recruitment@citz.co.uk to discuss a suitable format.

Deadline for applications:	Friday 14 November 2025, 12 noon
Notified of outcome/Induction:	w/c 24 November 2025

All applicants will be contacted with the outcome of their application. We will contact you by telephone or email if you are selected.

Thank you for your interest in the Citizens Theatre and we look forward to receiving your application.