

Volunteer Role Profile



Volunteer Role

**Nottingham Performing Arts Library
Volunteer**

Volunteer Manager

Emma Holland

Where you will be based

Community

Why we want you

Launched in 2016, the Nottingham Performing Arts Library Service (NPALS) lends sets of music scores and drama scripts to community and amateur groups across Nottingham and the surrounding areas as well as to groups from elsewhere across the UK. NPALS is currently located at the Radford-Lenton library and is looking for volunteers to support a variety of tasks.

What you will be doing

- Help answer enquiries with the support of staff
- Checking in items, updating the catalogue and returning them to the shelves
- Packing and Issuing stock as orders are required
- Cleaning & maintaining the NPALS area
- Repairing items and maintaining the performing arts library collection
- Assisting the Library Customer Advisor and Senior Library Customer Advisor as needed
- Any other duties required for the running of our performing arts library

The skills you need

- Friendly, enthusiastic and reliable person
- Able to commit to 4 hours per week
- Passionate for supporting the performing arts
- Willingness to learn
- Comfortable working with potentially heavy stock
- Having previous music/drama knowledge would be beneficial

What's in it for you

- Experience working in a library
- Experience working with the performing arts
- Experience maintaining our performing arts library collection
- Opportunity to volunteer with other library events and activities
- Ongoing support from within Libraries
- Opportunity to attend annual volunteers celebration event