



Role Description: Maintenance Steward Volunteers

Reports to: Operations Manager

Hours: Up to 4 hours per week, preferably on a Monday but we can swap this to a different day if required (weekday, between the hours of 9am – 5pm)

Purpose of the role

The Maintenance Steward Volunteer role supports the smooth day-to-day operation of the Corn Exchange and the Old Library by assisting with basic maintenance, safety checks, and general upkeep of the building. This role helps ensure the venue remains safe, clean, and welcoming for visitors, staff, and performers.

The Corn Exchange Newbury manages four key spaces, including a 400-seat auditorium, a 40-seat independent cinema, and a Café Bar. It presents a diverse programme of theatre, dance, comedy, music, film, family and outdoor work, attracting audiences from across the Southeast. Alongside high-quality visiting performances, the Trust produces its own pantomime and supports artists through commissioning, development, and mentoring.

The Old Library Newbury is a newly opened arts, culture and wellbeing space offering a welcoming environment with a programme of courses, workshops, events, and performances for the whole community.

Key responsibilities

- Carry out basic maintenance tasks (e.g. minor repairs, tightening fixtures, changing light bulbs)
- Assist with routine building checks (health & safety, cleanliness, hazards)
- Help maintain public and backstage areas to a high standard
- Report faults, damage, or safety concerns to the Operations Manager
- Assist with stock checks of maintenance supplies and equipment
- Support external contractors when required (escorting, basic assistance)

Skills & Experience

- Practical, hands-on skills or DIY experience
- Basic understanding of health & safety principles

- Ability to use simple tools safely
- Good problem-solving skills and attention to detail
- Reliability and willingness to learn

Personal qualities

- Friendly and approachable
- Team player with a proactive attitude
- Physically able to carry out light manual tasks
- Flexible and dependable
- Interest in supporting arts and community venues

Benefits

- 10% discount in café and bar
- Free tea and coffee whilst on shift
- Free parking in our car park
- Free theatre, film and exhibition tickets for the Corn Exchange & the Old Library
- Free relevant training
- Invitation to social events as and when organised
- Connection to a wide group of like-minded people, passionate about arts, community and bringing a bit of joy to every day.

We are looking for a small team of volunteers to join us at the Corn Exchange and the Old Library. This volunteer role would be ideal for anyone looking for a regular role and able to commit to supporting the running of the venue. All training will be provided.

If you would like to express interest, please send through your CV and a cover letter outlining your experience and reasons for your interest in a volunteer role with the Corn Exchange and the Old Library.

We will follow a shortlisting and informal interview process to appoint a small volunteer team. Shortlisting will commence end of May/early June, and we will be in touch shortly after that.

For more information or to express interest, please email recruitment@cornexchangenew.co.uk