

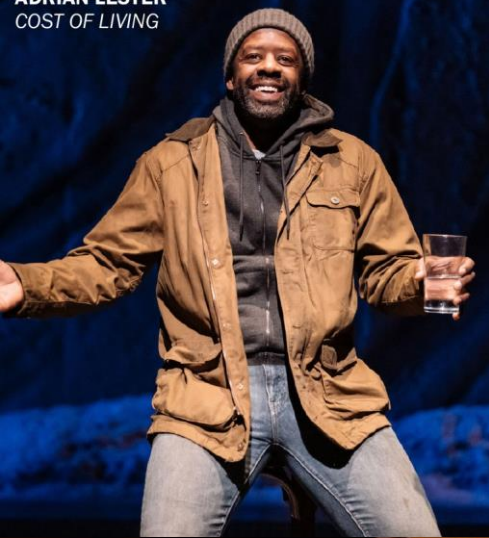


JOB PACK

DEVELOPMENT MANAGER



ADRIAN LESTER
COST OF LIVING



TAMSIN GREIG
PEGGY FOR YOU



**MAISIE WILLIAMS
& ZACH WYATT**
I AND YOU



**DANNY SAPANI
& TIFFANY GRAY**
BETWEEN RIVERSIDE AND CRAZY



JOB PACK DEVELOPMENT MANAGER

OUR MISSION

Welcome to Hampstead Theatre where we champion the original, presenting world-class work on two ever-transforming stages. Since its earliest incarnation in a simple hut over 60 years ago, Hampstead Theatre has always attracted outstanding talent, from Harold Pinter, Mike Leigh, and Tom Stoppard to Nina Raine, Roy Williams and Beth Steel - innovators and original thinkers, every one.

As one of London's leading producing theatres we showcase the very best of what's new; taking pride in the premiere of an astonishing debut, an inventive reimagining of an existing work, or an enthralled first-time audience member. We present plays that are ingenious, surprising and accessible.

Our state-of-the-art home is in North West London, offering West End production values – but with tickets at a fraction of the cost. We believe in thought-provoking stories that are intelligently told, leaving audiences entertained and exhilarated. We're passionate about our work, and we can't wait to share it with you.

WORKING TOWARDS AN INCLUSIVE CULTURE

Hampstead Theatre is committed to reflecting the diversity of contemporary England in the work presented on stage, in the colleagues who work here in whatever capacity and in the audience we welcome. Everybody who engages with Hampstead Theatre should feel able to express their full selves and we take seriously our commitment to removing any barriers, whether visible or invisible, which prevent anyone from doing so.

DISABILITY CONFIDENT EMPLOYER

All d/Deaf and/or disabled candidates who demonstrate they meet the essential criteria in the person specification will be invited for interview.

If you require this job pack in another format (eg large print, audio), please email jobs@hampsteadtheatre.com.

If this application process is not appropriate for you due to your access needs, please contact us to discuss an alternative approach by emailing jobs@hampsteadtheatre.com.





SIMON RUSSELL BEALE
MR FOOTE'S OTHER LEG



RAY FEARON
& CLARENCE SMITH
THE FIRM



MYANNA BURING
ANTHROPOLOGY



HOW TO APPLY

The application deadline is midday on **Monday 12 May 2025**.

To apply for the position,

1) Email your CV and cover letter to jobs@hampsteadtheatre.com with the reference **DM** in the subject line.

In your cover letter, please outline why you are interested in the role and how your skills, knowledge and experience relate to the person specification.

2) Complete the following form:
<https://forms.office.com/e/hpRxZMY47J>

The form will ask you for your personal details and details of two referees.

3) Complete the personal characteristics form:
<https://forms.office.com/e/78RV501bcD>

JOB DESCRIPTION

Job title:
DEVELOPMENT MANAGER

Reports to:
DEVELOPMENT DIRECTOR

At Hampstead Theatre, we create progressive, thought provoking and original theatre, working with the best creative talent.

The Development Manager plays a vital role within the Development team by both supporting and leading activity to help Hampstead Theatre reach its ambitious fundraising target (£1.5m this year). The role includes front-line management of the Friends Scheme and Corporate members; co-managing the department's busy schedule of fundraising events, including the annual Gala; as well as securing gifts from high-net-worth individuals.

The successful candidate will have a genuine passion for bold, ambitious, original theatre, experience of managing large-scale fundraising events and previous experience working in fundraising for a producing theatre or in an arts environment.

At this critical juncture in Hampstead's history, this is the perfect opportunity for a talented, well organized and enthusiastic individual with fundraising experience to help take Hampstead to the next level.



**EMILIA FOX
& THEO JAMES**
SEX WITH STRANGERS



SHARON D. CLARKE
CAROLINE, OR CHANGE



ROBERT LINDSAY
PRISM



RESPONSIBILITIES INCLUDE:

Friends and Friends Plus Schemes

- Managing the Friends and Friends Plus Schemes, including renewals and thank yous, and monitoring current and lapsed members.
- Recruiting new Friends and Friends Plus Schemes including desk research and making approaches.
- Reviewing and acting on opportunities for upgrades amongst Friends and Friends Plus Schemes.
- Creating the Supporters' e-newsletter, including generating exclusive content.
- Running Supporters' Breakfasts, including guest-list management and close liaison with the Marketing team.

Corporate relationships

- Pro-actively stewarding relationships with current Corporate members and researching and developing new relationships.
- Liaising with Board and Development Committee to initiate new corporate relationships.
- Initiating and managing corporate events.

Events

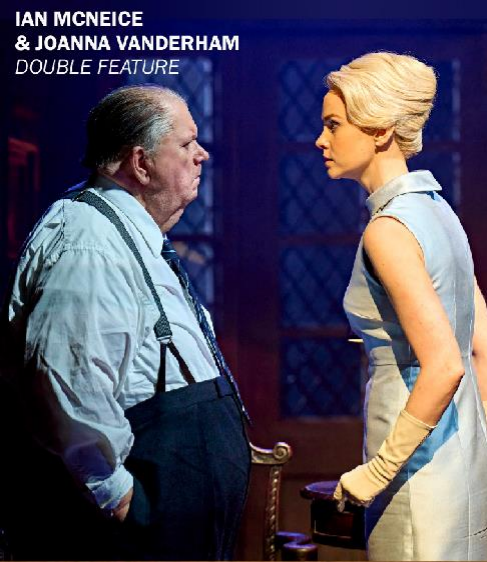
- Working closely with the Development Director, managing the Theatre's annual fundraising gala.

This includes:

- leading on the guest-lists, invitations and payments
- managing the online Auction
- working with the operational teams to ensure best delivery on the night of catering, entertainment and venue management
- securing sponsorship and donations
- making approaches for Auction prizes.
- Attending and supporting the management of Patrons' Evenings
- Managing the Friends Plus Scheme matinee events.
- Soliciting and arranging private events around productions for individual donors.

Board and Development Committee

- Running the administration of regular Development Committee meetings.
- Liaising with Board Trustees regarding prospect introductions, events and donations.



Patrons Scheme

- Assisting with Patrons' ticket bookings.
- Participating in Patrons' Evenings and Press Nights, and attending Development events where required.
- Alongside the Development Director, the Development Committee and the Board, ensuring that the New Patrons target is met by pro-actively seeking new supporters. This will involve researching and networking and making the ask.

General

- Carrying out administrative and financial work, including keeping income and expenditure records, and making regular income projections.
- Helping to draw-up guest lists for Press Nights and other theatre-led cultivation events and organising briefing notes for key theatre staff and Board Members.

The following responsibilities apply to all Hampstead Theatre staff:

- Participating actively in the life of the theatre.
- Complying with Hampstead Theatre's Diversity, Health & Safety, Environmental Sustainability, GDPR and other policies at all times.
- Carrying out administrative work generated by the above activities.

PERSON SPECIFICATION

Essential

- Previous experience working in Development in a producing theatre or arts organisation
- Experience of managing large-scale fundraising events
- A genuine passion for bold, ambitious, original theatre
- Excellent written and verbal communication skills.
- Excellent administrative, IT and Excel budget management skills
- Experience of using a CRM system
- Ability to manage own workload
- Highly accurate, well-organised and with consistent time management skills
- Proactive can-do attitude, high energy and the desire to work within a team
- Target focused
- Approachable demeanour and ability to communicate and advocate the work of the theatre
- Tactful, diplomatic and able to maintain confidentiality for sensitive information
- Available for evening and weekend events
- Experience of first-line budget and expenditure management

Desirable

- Experience of working with Tessitura
- Experience of 'making the ask'



TERMS & CONDITIONS

If you would like an informal conversation about the position, please contact Cathy Baker, Development Director on 020 7449 4161.

Salary: c. £38,000 p.a depending on experience.

Hours: This is a full-time position. A normal working week is Monday to Friday 10am to 6pm but, due to the nature of the job, evening and weekend work plus working additional hours will be required in order to fulfil the functions of the role.

Holiday: Generous holiday allowance of 25 days plus Public Holidays.

Notice: One week during three-month probationary period, eight weeks after probation is passed.

Other benefits:

- Interest-free season-ticket travel loans.
- Complimentary tickets for performances.
- After 13 weeks' service, you will be automatically enrolled in our NOW: Pensions scheme which includes an employer's contribution of 3% on qualifying earnings (where the employee also contributes at least 5% on qualifying earnings).
- Enhanced maternity leave, paternity leave and sick pay.
- Stress counselling helpline.
- 10% discount at Hampstead Theatre's Café Bar.

PRIVACY NOTICE

Hampstead Theatre takes its responsibility for protecting your personal information seriously. Hampstead Theatre's job application process will only request data relevant to verifying the identity of a candidate or determining their suitability for a position.

Access to the information contained within your application will be limited only to individuals administering the recruitment process or individuals shortlisting and/or interviewing. Occasionally, Hampstead Theatre may ask external parties to assist with shortlisting and/or interviewing. On these occasions, Hampstead Theatre will ensure external parties commit to following the same data protection principles as the theatre.

Your application and any correspondence will be kept for up to a year following the closing date before being deleted.

Applying for a position at Hampstead Theatre indicates your consent to your data being processed in the manner described above.

More information can be found here:

<https://www.hampsteadtheatre.com/company/privacy-policy/>