



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](mailto: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](mailto:jobs@hampsteadtheatre.com).



IMELDA STAUNTON  
GOOD PEOPLE



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 **Tuesday 29 July 2025**.

To apply for the position,

1) Email your CV and cover letter to [jobs@hampsteadtheatre.com](mailto: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/K4Jm8xzTTe>

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/ZTyaesMwnS>

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## 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 managing the department's busy schedule of fundraising events, including the annual Gala; stewarding the Patrons Scheme with the rest of the team, and securing gifts from high-net-worth individuals.

If you 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, we'd love to hear from you.





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



**SHARON D. CLARKE**  
*CAROLINE, OR CHANGE*



**ROBERT LINDSAY**  
*PRISM*



## RESPONSIBILITIES INCLUDE:

### Events

- Working closely with the Development Director and Board of Trustees to manage the Theatre's annual fundraising gala.

This includes:

- leading on the guest-lists, invitations and payments
- making approaches for Auction prizes and 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
- Running two annual Supporters' Breakfasts, including guest-list management and close liaison with the Marketing team.
- Attending and supporting the management of Patrons' Evenings
- Soliciting and arranging private events around productions for corporate members and individual donors.

### Board and Development Committee

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

### Individual Giving

- Alongside the Development Director and the Board, securing Major Gifts and Patronages. This includes devising and managing Production Syndicates and Giving Circles, researching prospects and making the ask, and involves close liaison with artists.
- Building relationships with Patrons and assisting with ticket bookings.
- Participating in Patrons' Evenings and Press Nights and attending Development events where required.



## 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.

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.

## 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
- 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 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/>