



## **HAMPSTEAD THEATRE RECRUITMENT PACK**

### **DEVELOPMENT MANAGER**

Thank you for your interest in the role of **Development Manager** at Hampstead Theatre.

To apply for the position, please complete the application form with particular emphasis on how you meet the person specification.

You should send your completed application form to **jobs@hampsteadtheatre.com**.

The deadline for the position is **5pm on Friday 1 June 2018**.

### **DIVERSITY STATEMENT**

Hampstead Theatre aims to reflect the diversity of contemporary England, both in the work presented on stage and the audience we attract. A commitment to diversity will ensure the theatre remains relevant, resilient and culturally productive. To shape the future mainstream, we must ensure we engage with artists from a wide range of backgrounds and work to eliminate barriers, both actual and perceived, that prevent people from engaging with the theatre. This is especially important for a theatre located in one of the most diverse and deprived areas of London.

A commitment to diversity must be reflected throughout the organisation; not just in the work, but in the diversity of our board of directors, staff and artists; the accessibility of the physical building; and positive messaging and communications. The Company is opposed to any form of direct or indirect discrimination and aims to positively engage with people from all backgrounds.

Hampstead Theatre is an equal opportunities employer opposed to any form of direct or indirect discrimination and aims to positively engage with people from all backgrounds and we welcome applications from candidates from all backgrounds.

### **ACCESS STATEMENT**

If this form is not an appropriate application method for you because of an impairment or disability please contact us to make alternative arrangements.



## **THE HAMPSTEAD STORY - ORIGINAL AMBITIONS.**

Our belief: To entertain with originality

Our purpose: We believe the greater the ambition, the greater the impact

Welcome to Hampstead Theatre. We were born in a humble hut over fifty years ago. Our simple mission was to create original theatre without creative restriction. We quickly attracted a generation of talent that helped to redefine British Theatre. That not only entertained but propelled the art form forwards. From Harold Pinter testing out his early plays here to the likes of Mike Leigh, Michael Frayn, Abi Morgan, Rona Munro, Shelagh Stephenson, Debbie Tucker Green and Roy Williams – to name just a few. Original thinkers, every one.

We're still driven by the same ambition. To challenge, influence and shape the future of British theatre. To create the future mainstream - entertaining experiences that are original and ambitious. We see ourselves as part of a rich tradition that stretches back to the age of Shakespeare. A tradition that mixes craftsmanship with entrepreneurship. Commercial success with critical acclaim. And a creative eye that seeks out variety – from musicals like *Sunny Afternoon* to mould-breaking plays like *#aiww: The Arrest of Ai Weiwei*, *Di and Viv* and *Rose, Wonderland* and *Chariots of Fire*. We were the first to turn a theatre into an Olympic park.

We left our hut a long time ago and now occupy London's newest theatre. Purpose built for the 21st century to allow our writers, actors, directors and producers maximum creative flexibility. It's from this base that we will take our work to the wider world. To the West End. To the Internet. And beyond. Our ambitions are big. We aim to move theatre forwards with new ideas, talent and energy to excite our audiences with the lateral, the fresh and the unexpected. It's part of our belief that innovation, reinvention and surprise are the lifeblood of true entertainment. Here's to the future – it belongs to those who cherish originality.



## RECENT AWARDS

Olivier Award nomination for Best New Comedy for *Dry Powder* by Sarah Burgess 2018

Fiona Doyle's *The Strange Death of John Doe* is a finalist for The Susan Smith Blackburn Prize 2018

Branden Jacobs-Jenkins wins the Critics Circle Award for Most Promising Playwright 2018 for *Gloria*

Hampstead Theatre won Gold at The Corporate Engagement Awards for its play *Firebird* and its collaboration with The Children's Society

James Fritz wins the Critics Circle Award for Best New Playwright 2016

*Sunny Afternoon* wins Best New Musical at The Olivier Awards 2015

*Sunny Afternoon* wins Best Actor at The Olivier Awards 2015

*Sunny Afternoon* wins Best Supporting Actor at The Olivier Awards 2015

*Sunny Afternoon* Outstanding Achievement in Music Award at The Olivier Awards 2015

*Four Minutes Twelve Seconds* by James Fritz nominated for best Affiliate Theatre at the Olivier Awards 2015

Hampstead Theatre wins London's Best Theatre at The Stage Awards 2014

Beth Steel wins Most Promising Playwright Award at The Evening Standard Awards 2014

## WHAT THEY SAY ABOUT OUR PLAYS

'Hampstead is on a roll' *Telegraph*

'Hampstead Theatre has high-flying confidence under Artistic Director Edward Hall' *Evening Standard*

'Hampstead is perhaps the most reliably interesting theatre in the country' *Daily Mail*

'Sparkling scripts and great casts' *Metro*

'London's innovative Hampstead Theatre' *Vogue*



## **DEVELOPMENT MANAGER – JOB DESCRIPTION**

### **BACKGROUND INFORMATION**

The Development Department is tasked with raising a substantial sum every year to support the theatre and its work. Maintaining close relationships with individual donors is crucial and much of the focus of the department's activities is on stewarding this support through exclusive benefits packages and regular events. Cultivating new donors and initiating new income sources in all fields is also an essential part of the department's work.

The Development Manager will contribute to the department in meeting its fundraising objectives and will play a significant role in a small, dedicated team at an exciting time in the theatre's history.

### **RESPONSIBILITIES INCLUDE:**

#### **1. Friends Scheme**

- Managing the Friends Scheme, including the generation of renewal reminders and thank you letters, and monitoring current and lapsed members.
- Recruiting new Friends including desk research and making approaches.
- Reviewing and acting on opportunities for upgrades amongst Friends
- Creating Hampstead Backstage, the Friends newsletter, including generating exclusive content.

#### **2. Events**

- Managing the Patrons' Evenings around the Main Stage and Downstairs productions, including working closely with the FOH Manager and team.
- Running the bi-annual Friends Breakfasts, including guest list management and close liaison with the Marketing team.
- Managing fundraising and entertainment events through the year for the Artistic Director, Board and Development Committee.
- Working closely with the Development Director to deliver large scale annual galas, including making approaches to sponsors, organising hospitality, sourcing auction and raffle prizes, managing the online auction and liaison with suppliers, colleagues and Trustees.



### **3. Development Committee**

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

### **4. Patrons Scheme**

- Assisting with Patrons' ticket booking.
- Participating in Patrons evenings and Press Nights, and attending Development events where required.
- Researching and identifying prospective Patrons through Tessitura, desk research and networking.

### **5. Corporate**

- Pro-actively stewarding the relationships with current corporate members and developing new relationships.
- Researching and maintaining a list of corporate prospects.
- Liaising with Board and Development Committee to initiate new corporate relationships.

### **6. General**

- Carrying out administrative work generated by the Individual Giving schemes.
- Ensuring fundraising activities remain compliant with GDPR and the theatre's privacy policy.
- 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 Equal Opportunities, Health & Safety 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.



## **DEVELOPMENT MANAGER - PERSON SPECIFICATION**

### **Essential**

- Previous experience of arts fundraising
- A genuine passion for bold, ambitious, original theatre
- Excellent written and verbal communication skills, including a confident phone manner
- Excellent administrative and IT skills, including Excel budget management
- Experience of working on large-scale fundraising events
- Ability to manage own workload
- Highly accurate and well-organised with consistent time management skills
- Proactive can-do attitude, high energy and the desire to work within a team
- Target focused and driven
- 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 'making the ask'
- Experience of managing/working with membership schemes

### **Desirable**

- Experience of working with Tessitura
- Able to create communications with software packages such as In Design and Photoshop



## **DEVELOPMENT MANAGER**

### **TERMS AND CONDITIONS**

This is a full-time permanent position.

The salary is £27,000 - £32,000, dependent on experience.

Working hours are 35 hours over 5 days, Monday to Friday. Due to the nature of the role, and of the industry, considerable flexibility is required as to the pattern of work. Frequent evening and some weekend work will be involved.

The Development Manager will be required to work additional hours necessary to carry out the duties and responsibilities of the position.

Annual leave entitlement is 25 days a year plus public holidays.

There will be a three month probationary period for this position.

During the probationary period, the notice period will be 1 month; following this, six weeks on either side.

The company encourages attendance of performances with a discretionary allocation of tickets to employees.

The company offers interest-free season-ticket travel loans, employer's contribution to NOW! pension scheme and 10% discount at Hampstead Theatre's Café Bar.