



DEVELOPMENT OFFICER

Thank you for your interest in the post of Development Officer. Please find further information regarding this post below.

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

The closing date for applications is **midday on Thursday 19th July 2012.**

You can post your completed application form to:

Charlotte Bath
Administrator (Ref: DO)
Hampstead Theatre
Eton Avenue
Swiss Cottage
London NW3 3EU

Or email: **jobs@hampsteadtheatre.com**

We would be grateful if you could also complete and return the equal opportunities monitoring form.

With thanks.

Yours sincerely

Neil Morris
Director of Administration and Associate Producer



DEVELOPMENT OFFICER – JOB DESCRIPTION

BACKGROUND INFORMATION

Hampstead Theatre is one of London's most vibrant theatres, where many renowned theatrical personalities have begun their careers.

Our completely flexible Main House has a real epic dimension: it is the perfect home for robust, resonant and enriching plays. We work with the world's most prominent Theatre-Makers to create productions of the very highest standard for the broadest possible audience. With new plays at the heart of the programme you will encounter work that is refreshingly unfamiliar – bold and relevant, yet always entertaining. We are therefore perfectly positioned to make a unique and important contribution to British Theatre – and to English-Speaking Literary Culture.

In the current season, collaborations with the ENO and Druid Theatre received universal critical acclaim whilst Hampstead's world premiere of a new stage version of *Chariots of Fire* was a success with both critics and audiences, selling out its run and transferring to the West End.

With plays by David Hare, Howard Brenton and Sarah Wooley announced for autumn 2012, Hampstead Theatre is entering an exciting phase in its history as one of the key producing houses in the UK theatre landscape.

PURPOSE OF ROLE

The Development Department is tasked with raising a substantial target sum every year to support the theatre and its work. With strong local support, maintaining close relationships with individual givers is therefore crucial. Much of the focus of the department's activities is dedicated to cultivating and maintaining that support through exclusive benefits packages and regular events.

The Development Officer will support the work of the department in meeting its fundraising objectives and offers an opportunity to the right candidate to become part of a small, dedicated team at an exciting time in the theatre's history.



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JOB DESCRIPTION

RESPONSIBILITIES INCLUDE:

Individual Giving

1. Friends Scheme

- Maintain the Friends Scheme, including the generation of renewal reminders and thank you letters, and monitoring current and lapsed members.
- Sourcing new members for the Friends Scheme, including researching frequent attendees and recruitment via the Friends Desk.
- Recruiting volunteers for the Friends desk, creating and managing the rota.

2. Patrons Scheme

- Acting as the dedicated ticket booking contact for Patrons.
- Assisting with the organisation of Patrons evenings and Press Nights, and to be present at Development events where required, including cultivation evenings, press nights and Development Council meetings.
- Researching and identifying potential Patrons through Spektrix, Debretts and other internet research tools.

3. General

- Assisting the Development Manager in the creation of the quarterly e-newsletter, email communications and mailings to Friends and Patrons.
- In conjunction with the Development Director and Development Manager, drawing up guest lists for Press Nights and other theatre-led cultivation events and organising briefing notes for key theatre staff and Board Members.
- Carrying out administrative work generated by the Individual Giving schemes.

Corporate

- Researching and maintaining a list of corporate prospects in close association with the Development Director.
- Working closely with the Development Director to maintain our current corporate Patrons and to develop new relationships.



Other

- Organising and minuting Development Council meetings.
- Supporting other members of the team in other areas of the department's work.

The following responsibilities apply to all Hampstead Theatre staff:

- To participate actively in the life of the Theatre.
- To comply with Hampstead Theatre's Equal Opportunities, Health and Safety and other policies at all times.
- To carry out administrative work generated by the above activities.
- To undertake other duties as may be reasonably required.

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.



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PERSON SPECIFICATION

- Excellent written and verbal communication skills, including a confident phone manner.
- IT literate and experienced with Microsoft Office packages (particularly Word and Excel).
- Excellent administrative skills.
- Ability to manage own workload.
- Highly accurate and well-organised with good time management skills.
- Proactive can-do attitude, high energy and the ability 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.
- A genuine interest in theatre.
- Experience within voluntary, charity or arts sector.



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TERMS AND CONDITIONS

This is a full-time permanent position. The salary will be c. £21,000 per annum, depending on experience.

A normal week is for 35 hours over 5 days, Monday to Friday. However, due to the nature of the role, and of the industry, considerable flexibility will be required as to the pattern of work. Evening and weekend work will be involved.

The postholder will be required to work any 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.

The company offers matching contributions to a stakeholder pension of up to 4% of salary (provided certain conditions are met).