

DEVELOPMENT OFFICER

Application Pack

July 2022



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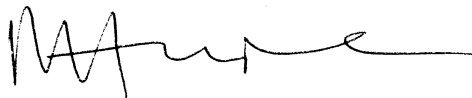
Hello and thank you for your interest in the post of Development Officer at Cambridge Arts Theatre.

If you would like to apply for this position, please e-mail your CV, detailing your full employment history, academic and professional qualifications and a covering letter of no more than 400 words that outlines your interest and suitability for the role to:
nhupe@cambridgeartstheatre.com

The deadline for applications is Friday 19 August at 12pm.

I will be on annual leave until Monday 15 August but would welcome any phone or email enquiries about the role after this time. If you have any questions at all or just want to find out more about the job and working at Cambridge Arts Theatre please get in touch, I'd love to hear from you!

Best wishes,



Nicky Hupe
Head of Development

e: nhupe@cambridgeartstheatre.com
t: 01223 578946

JOB DESCRIPTION: DEVELOPMENT OFFICER

Reporting to: **Head of Development**

Cambridge Arts Theatre

Cambridge Arts Theatre Trust Ltd is an independent theatrical charity. We exist to inspire and nurture a lifelong love of the performing arts and to secure the future of the Theatre for generations to come.

There is nowhere quite like Cambridge Arts Theatre, a thriving venue in the heart of historic Cambridge, run by a team with a clear vision of what it takes to sustain and grow a major artistic institution.

Role Definition

The Development Department is tasked with raising a substantial sum every year to support the Theatre and its work. In addition, the team is embarking on a multimillion-pound capital fundraising campaign to completely refurbish its auditorium and build a brand new 220-seat second space within the existing building.

The Development Officer will need to provide exceptional organisation and administration skills to support the work of the department in meeting its fundraising objectives. You will play a significant role in a small, dedicated team at an exciting time in the Theatre's history.

Key Responsibilities

- Support the Head of Development with:
 - delivering the strategy for the Theatre's Auditorium Capital Fundraising campaign
 - delivering the strategy and meeting the Theatre's annual revenue income targets
 - research, acquisition, engagement, retention, renewal and reporting of all donors and Supporters
- Meticulously track and report on all activity, maintaining accurate records on the Tessitura database (training will be given)
- Process memberships, donations, invoices and credit card payments on a timely basis on Tessitura and internal spreadsheets
- Deliver high quality stewardship for all Supporters, donors, Corporate Partners and Trusts, ensuring benefits are appropriately delivered and a high level of customer service is maintained
- Write compelling and creative copy for a broad range of requirements, including proposals, briefing documents, letters to potential donors, marketing materials and web pages
- Contribute to funding applications for capital and revenue support as required
- Be the point of contact for information and ticket bookings for Supporters, donors and Corporate Partners
- Support the Development Team with research tasks to identify future prospects
- Support all funded projects and activities, including the delivery of outreach work for projects such as our Panto Wheels scheme
- Manage events as required

The following generic responsibilities apply to all Cambridge Arts Theatre staff:

- Participate actively in the life of the Theatre
- Regularly attend Arts Theatre productions including press nights and other special events
- Attend meetings and events as required
- Assist other departments as required
- Work on other projects as required and play an active role in achieving the aims and targets of the organisation
- Have a flexible approach to working hours
- Maintain a clean and tidy working environment
- Be presentable, well-organised and have good timekeeping
- Comply with Cambridge Arts Theatre's Equal Opportunities, Health and Safety and other policies at all times

The list of responsibilities is not exhaustive, and the employee may be required to perform duties outside of this list as operationally required and at the direction of the Line Manager.

Person Specification

Essential

- A degree-level education
- An interest and desire to build a career within theatre administration or management
- First class written English skills with an ability to write informative, accurate and creative copy
- Interest in and commitment to the work of Cambridge Arts Theatre, combined with a strong interest in theatre and/or the arts in general
- A positive attitude with excellent self-motivation and ability to work on your own initiative
- Committed, energetic and motivated team player
- Excellent organisation and planning skills with the ability to work flexibly under pressure, to prioritise and to meet deadlines
- Ability to communicate effectively with people at all levels, both internally and externally
- Excellent eye for detail and exemplary proofreading skills
- Proven IT skills and previous experience of social networking

Desirable

- Working knowledge of a ticketing system or CRM database (Cambridge Arts Theatre uses Tessitura)
- Previous experience of fundraising, preferably in the arts industry

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HOW TO APPLY

Terms and Conditions:

Salary:	£25,000 per annum
Hours of Work:	Based on a 40-hour full-time week. There is no overtime paid and no formal time off in lieu system.
Holidays:	25 days per year plus bank holidays
Probationary Period:	3 months
Notice period:	Following the completion of a successful probationary period, the notice period is 1 month
Pension:	The employer offers an auto-enrolment pension with Standard Life

Application

Cambridge Arts Theatre is an equal opportunities employer and we welcome applications from all sections of the community. We particularly encourage applications from those who are currently underrepresented both at the Arts Theatre and more widely in our industry. For example, but not limited to, applicants who experience barriers and inequity due to ethnicity, disability, gender identity, sexuality and/or socio-economic background.

To apply for this position, please e-mail a CV, detailing your full employment history, academic and professional qualifications and a covering letter of no more than 400 words that outlines your interest and suitability for the role to:

Nicky Hupe, Head of Development at nhupe@cambridgeartstheatre.com

The deadline for all applications is Friday 19 August 2022, 12 noon.

Get in touch

I will be on annual leave until Monday 15 August but would welcome any phone or email enquiries about the role after this time. If you have any questions at all or just want to find out more about the job and working at Cambridge Arts Theatre please get in touch, I'd love to hear from you!

Nicky Hupe, nhupe@cambridgeartstheatre.com / 01223 578946

We look forward to receiving your application and thank you for your interest in the work of Cambridge Arts Theatre.