

Development Manager

Application Pack

Key Information

Job Title:	Development Manager
Responsible to:	Executive Director, working closely with Artistic Director
Working with:	Development & Producing Coordinator
Salary:	£35-40,000 per annum
Contract:	Permanent, subject to three-month probationary period.
Hours:	Full time: 5 days / 35 hours per week Evening and weekend working will be required, and Time Off in Lieu (TOIL) is offered in exchange (part time 0.8FTE and job share applications will also be considered – do contact us if you're considering making a joint application and we can answer any questions)
Flexible Working:	Park Theatre operates a TOIL policy and flexible working patterns including partial remote working (usually one day per week)
Holidays:	25 days per annum (33 days including bank & public holidays)
Pension:	Park Theatre operates a company pension scheme with 3% company contribution, available to all staff
Notice Period:	One month during probationary period, three months thereafter
Other Benefits:	Complimentary tickets to Park Theatre shows Discount at Park Pizza (our cafe bar) Family friendly policies Access to training & support for professional development Season ticket travel loan and Cycle to Work scheme Employee Support Scheme, including complimentary flu vaccinations
Applications close:	5pm, Monday 4 November 2024

PARK THEATRE

About Us

Park Theatre is a neighbourhood theatre with a global ambition. In everything we do, we aim to be warm and inclusive; a safe and wondrous space in which to work, create and visit. Born out Artistic Director / joint CEO Jez Bond's desire to create a new theatre in a part of London which held the possibility of significant impact in the local community, as well as within the wider theatre industry. Our Mission is to give people access to intimate, honest theatre that entertains and provokes; to nurture creativity and host some of the biggest names of stage and screen; and to welcome everyone in.

We work with writers, directors, and designers of the highest quality to present compelling, exciting, and beautifully told stories across our two intimate spaces. Our programme encompasses a broad range of work from classics to revivals with a healthy dose of new writing, producing in-house as well as working in partnership with emerging and established producers from both the commercial and subsidised sectors. On stage, Park Theatre is a place where audiences can see the finest talent of today alongside the stars of tomorrow.

Within the industry, we aim to be a creative home from home for actors, writers, directors, and producers; we offer our spaces as a platform for development, rehearsed readings or sharings of new projects, with the aim of securing a future life either on our own stage or on another. We strive to play our part within the UK's theatre ecology by offering mentoring, support, and opportunities, encouraging the next generation of artists and producers to learn their trade and flex their muscles within a professional theatre-making environment.

We are invested and rooted in our local community and seek to work with local residents, businesses, and partner organisations to create a better Finsbury Park for everyone. Our Creative Engagement strategy seeks to widen both the number and the range of people who participate in theatre, creating opportunities to engage those who may have had little or no contact with the arts before.

Park Theatre is a charity with two trading subsidiaries; Park Pizza, our catering arm, and Park Theatre Productions, through which we produce our own shows.

Our Venue and Spaces

- **Park200** – seating on two levels, with up to 235 seats when configured on four sides
- **Park90** – a flexible studio seating 76 – 106
- **The Morris Space** – a multifunctional room used for rehearsals, workshops, readings, one-off events, and our creative engagement activities
- **Park Pizza & Theatre Bar** – attractive area located across two floors, catering for audiences and functions
- **Additional facilities** – including offices, three dressing rooms and a kitchen area

PARK THEATRE
Clifton Terrace
Finsbury Park
London N4 3JP

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This Opportunity

It is an exciting time to join Park Theatre as we head into our 12th year, following a business plan which clearly determines our direction of travel. Within this we have pledged to produce more in-house shows, grow our staff team, develop stronger and more diverse income streams and greater financial resilience, and support greater diversity in our programming, staff and audiences. We've already begun to deliver on this through our work on stage and off.

To support these ambitions, we are looking to recruit a Development Manager who is excited by this prospect and can collaborate with the Artistic Director and Executive Director to deliver on our future plans. You'll be an effective fundraiser who will have the opportunity to generate income through developing and growing individual relationships and producing high profile events, as well as building Park Theatre's support through corporate and organisation-based giving. This could involve managing day to day communications with our database of members, researching and writing bids for trusts and foundations to fund our creative engagement and access work, or planning a gathering for specific donors that aligns with a particular production.

You'll be a confident communicator, happy to work on your own (this is a department of one) and to collaborate with colleagues in other teams to enhance your output or theirs. You'll enjoy coming up with new ideas and creative solutions, and be a natural champion for our work in those rooms where we need that message to be heard. In return we can promise a warm and dynamic working environment where ideas are welcomed, and successes are celebrated. You'll have a direct impact on the work that Park Theatre does and be able to help us shape our future.

This is a brilliant opportunity for someone who is looking to make the next step in their fundraising career, is prepared to grow in the role and enjoys working across the breadth of Development activity. If this proposal excites you, we would love to hear from you.

We hope that this pack will give you plenty of information about the role, terms and working at Park Theatre before you apply. Our website www.parktheatre.co.uk will also give you some background information on Park Theatre and the work we make.

If you have any questions that haven't been answered here, please get in touch with us at jobs@parktheatre.co.uk and you'll hear back from us.

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Job Description - Responsibilities

New Leads

- With the Executive and Artistic Directors, develop and take forward Park Theatre's fundraising strategy, focusing on securing long-term engagement and support for the theatre and investment for productions
- Seek out and/or research new prospects across funding streams including trusts and foundations, partnerships, corporate sponsorship, individual and major donors
- Prepare well researched, imaginative applications and proposals for submission to identified individuals and organisations, which align Park Theatre's work to stated objectives
- Work with the Executive Director to identify strong project funding streams for our Creative Engagement and Access work and build applications to fit, incorporating full cost-recovery
- Attend external meetings with potential funders and donors
- Plan and deliver cultivation events at Park Theatre
- Maintain an excellent knowledge of the current funding climate

Stewardship & Communications

- Manage a portfolio of existing supporter relationships, ensuring the highest quality experience for donors and identify opportunities for renewal and increased support
- With the Artistic and Executive Directors, host internal events (approx. two per month) at Park Theatre, including press nights, to welcome Development guests
- Support the Artistic Director in the engagement of all major donors giving to Park Theatre – regularly updating on activity, sending invitations to workshops and events, booking tickets etc.
- Work with the Marketing team to develop the membership and friends' schemes so that these thrive and members feel a valued part of the Park Theatre family
- Ensure opportunities for public acknowledgement of support and thanks are used, e.g. appropriate accreditation on website, print and other material
- Work closely with colleagues to ensure a consistent and well-presented message on Park Theatre's financial need, taking advantage of production activities that can support this
- Ensure operational staff and visiting artists and companies are informed in a timely fashion of all planned fundraising activities
- Develop and administer Park Theatre's legacy giving programme

Administration

- Ensure the Park Theatre membership database is kept live and up to date – send regular updates, process renewals through Spektrix (our ticketing software), undertake an annual evaluation of the membership scheme
- Collaborate with Finance to ensure all donations are received and administrated correctly, reconciled monthly and ensure all paperwork is in place for the annual audit process
- Ensure quarterly Gift Aid claims are submitted correctly
- Ensure funding and sponsorship requirements are met in a timely manner – gather data around achievements, impact and output to support bids and proposals
- Provide data and context for updates to the board of trustees, attending meetings and presenting when required

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- Maintain Park Theatre's registration with the Fundraising Regulator
- Adhere to all GDPR guidelines when processing personal data

General

- Uphold Park Theatre's vision and mission throughout all work activities and interactions - nurture a collaborative working ethos
- Promote and maintain a positive inclusive working culture at Park Theatre, ensuring a safe and welcoming environment
- Actively engage with and contribute to professional development and training opportunities provided by Park Theatre
- Attend relevant internal and external events, meetings and conferences to inform the development of the Park Theatre's fundraising practices
- Maintain a working knowledge of and adhere to Park Theatre staff policies as outlined in the Staff Handbook

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Person Specification

Skills & Experience	Qualities
Experience of fundraising (of any kind) in the cultural, charity or education sectors	Excellent inter-personal skills, comfortable building strong relationships
Ability to build, manage and nurture effective fundraising relationships	Astute and committed to ensuring Park Theatre's interests are always well represented
Ability to deliver income - track record in securing gifts and donations	Confident representing Park Theatre to existing and potential stakeholders and partners
Strong administration skills – comfortable using applications and databases	High level of self-motivation with a positive 'can-do' attitude
Excellent, clear and persuasive written communication	Confident, discrete and diplomatic
Comfortable with the principles around Gift Aid and GDPR	Flexibility in the face of changing priorities
Good organisation - able to manage multiple work streams and prioritise time	An understanding of equity, diversity and inclusivity and how they impact work in theatre
Ability to work autonomously, to deadlines, and to lead a team when required (e.g. events)	An interest in the work Park Theatre does, and its contribution to the wider theatre ecology

Interested in this role but not sure you meet all the criteria? Please consider making an application to us anyway – we're keen to hear from people who are excited by what we do, and if this role isn't right for you, there may be other opportunities.

Equal Opportunities

We are an inclusive organisation and an equal opportunities employer. Our aim is to create a diverse and inclusive working environment and our recruitment process is open to all, but we are particularly keen to hear from disabled candidates and those from the global majority, as these groups are currently underrepresented in our teams. As a Disability Confident Scheme employer, we guarantee to interview all disabled applicants who can demonstrate they meet the minimum criteria (skills, experience, qualities) we outline for our vacancies.

If you feel that this applies to you, please include the following sentence at the end of your application letter: *I would like my application to be considered under Park Theatre's Positive Action policy.*

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How to Apply

Please submit a statement explaining, in no more than two sides of A4, what attracts you to the position and evidence of your ability to fulfil the role and deliver the skills, experience and qualities listed in the person specification. If you are submitting a job share application, please send us a joint letter and include how you would approach the shared role.

Please also submit a CV (or two CVs for joint applications) outlining your skills, experience and/or training to date (also no more than two sides of A4) and complete our Equal Opportunities Monitoring Form here: <https://parktheatre.typeform.com/to/MGxq0BpT>

If you'd like to submit your application in another format, please do not hesitate to do so.

Applications should be addressed to Catherine McKinney, Executive Director, and sent via e-mail to jobs@parktheatre.co.uk.

By submitting an application to us, you confirm the following:

- The information you provide is correct at the point of submission
- You give your consent for Park Theatre to hold and process your data and information
- You give your consent for Park Theatre to keep your application details on file for up to two years

Closing date for applications: **5pm, Monday 4 November 2024**

Interviews will take place w/c Monday 11 November 2024

Second interviews will take place in mid/late November.

<https://www.parktheatre.co.uk/get-involved/jobs>

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