

ALMEIDA THEATRE

Background information

The Almeida is a theatre company with a national and international reputation for producing work of the highest standard - achieving recognition through consistent critical acclaim, increasing national reach, international profile and breadth of audiences.

Based in Islington the Almeida Theatre began life as a literary and scientific society - complete with library, lecture theatre and laboratory. We are known for creating brave, ambitious, compelling theatre.

The company is led by Artistic Director Rupert Goold and Executive Director Denise Wood and under Rupert's artistic leadership the heart of the Almeida's vision is to make bold work which challenges and questions theatre, and the world we live in; bringing together exciting artists to interrogate, provoke, inspire and entertain audiences through new writing and reinvigorated classics.

In addition to the main repertoire, there is an events programme including live and digital content, a full range of activities for young people, and productions regularly transfer to the West End and beyond.

The Almeida is supported by Arts Council England and raises further income through ticket sales and the support of generous individual givers and corporate sponsors.

Development & Events Assistant – Purpose of role

The Almeida Development team is a fast-paced team, with an ambitious target of c.£2m to raise each year. The Development & Events Assistant is an entry-level, 18-month fixed term role, and has been created to introduce candidates to the world of arts fundraising in a dynamic fundraising team. This position is pivotal in ensuring our donors are stewarded effectively and to the wider success of the Development Team and the successful candidate will play a vital supporting role in the team as we deliver our significant fundraising ambitions.

Job Description

Job title: Development & Events Assistant
Responsible to: Head of Trust & Foundations
Works closely with: All Development team, particularly Individual Giving Manager

We are looking for someone who is passionate and interested in building a career in arts fundraising and finding out more about how a busy Development team in subsidised Theatre functions. This role is central to the smooth operation of the Development team. You will gain practical and hands-on experience in different aspects of how we secure support for the world-class work we do on stage and in the community. You will play a key role in the team, organising and delivering events for supporters at all levels, overseeing general administrative tasks and liaising directly with supporters. You will work closely with the Development Director to support them in diary management and general administration, alongside supporting the Individual Giving and Corporate teams in delivering events, ticket booking and supporting our Development Council, a group of volunteers who meet regularly, minuting meetings and ensuring dates are booked and shared in good time. As an Assistant, you will build your network with fellow Almeida Assistants, and will be supported throughout your time at the Almeida. This role will work closely with multiple roles across the organisation and as such you will gain essential experience in working in a small Theatre building.

As part of our commitment to our Actions for Change policy we encourage applications from those who identify as ethnically diverse, D/deaf, disabled, neurodivergent and/or working class.

Our ideal candidate will:

- Be eager to build a career in theatre and/or fundraising and delivering events
- Be keen to learn new skills and able to work quickly and efficiently across multiple tasks
- Be friendly, approachable and confident in communicating by email, telephone and in person
- Enjoy working both individually and as part of a collaborative team, and is able to work and communicate with staff at all levels across the organisation
- Be proficient/experience in a range of Microsoft and office skills including email and platforms used for effective communications (such as Canva, Wordfly etc.)
- Have a high-level of organisation and be a self-starter with a strong work ethic

We would especially like to meet candidates who may have used a Box Office/database systems or graphic design tools in the past, but this isn't essential to applicants.

Key Responsibilities:

Supporter Stewardship:

- Responding to phone calls and being the first point of contact for the department for general enquiries
- Support the Head of Individual Giving in delivering supporter events (3 per production) and Executive Assistant in delivering Press Nights (1 per production). Creating seating plans, booking tickets and organising canapes and refreshments for guests.
- Support the Individual Giving & Memberships Officer on season announcement communications and priority bookings and in effective management of supporters inboxes
- Support of general ticket bookings
- Assisting the Corporate Partnerships Manager on partnership delivery, including ticket bookings and corporate event delivery when required
- Co-ordination of acknowledgements in the programme and Supporters' boards, working closely with the Marketing Assistant to deliver pages in a timely fashion and in line with Marketing deadlines

Event Co-ordination

- Overall events management – including regular supporters evenings (3 per production), insight events, bespoke annual events for high-level donors and any additional events as required including West End transfer opportunities.
- Coordinating event refreshments and maintaining relationships with key hospitality partners
- Building invitations and pre-visit instructions to be sent to event attendees in a timely manner
- Briefing relevant parties on attendees and creating briefing notes on event purposes/guests
- Managing event RSVPs and general enquiries

General Administration

- Processing of invoices and cheques
- Provide administrative support to the Development team through activities such as diary management, leading and scheduling team meetings, collating report information, design support, general admin for the smooth running of the team
- Providing administrative support to the Development Director including scheduling meetings, coordinating Development Council meetings and bookings, and monthly credit card administration.
- Managing Tessitura database for the Development team
- Attend regular team and inter-departmental meetings, taking notes where required
- Attend Development events (Press Night, Patrons' Evenings and other events)
- Liaise with the Company Managers to arrange signed merchandise by acting companies and attendance at events
- Other support as required

In return you will:

- Gain hands on experience in fundraising for theatre and the arts in a fast-paced team
- Learn about the administration and management of membership programmes
- Gain a thorough understanding of Tessitura, a CRM/database used in theatres, galleries and museums
- Gain an understanding of Wordfly and other communications tools
- Learn about administration
- Have access to one of the leading Theatre's in the UK today and play a vital and pivotal role in its success
- Free ticket access and networking opportunities for all Assistants

Equality

We want to create and sustain a productive, diverse and inclusive working environment. We ask everyone who works with us to champion this ambition and embed it in their day-to-day work being at the heart of our Actions for Change: Equality, Diversity and Inclusion Policy and Anti-Racism Policy and monitored through our action plans

Environmental sustainability

We aim to be an environmentally sustainable organisation and ask that our all our teams work to support this. In doing so we are seeking to promote efficient and sustainable practices that create minimal impact. This is outlined in our Environmental Sustainability Policy and tracked in our annual action plan.

Remuneration and Hours:

Salary: £27,352 per annum (London Living Wage)

Hours: 40 hours per week. Some evening events.

Holiday: 20 days per annum

Probationary period: 3 months

Notice period: 8 weeks

Contract type: Full-Time, Fixed Term, 12-months

Pension: As part of auto-enrolment you may be eligible for NOW pension. The Almeida contributes 3% of basic salary to a stakeholder pension scheme (Scottish Widows), following 6 months' service and successful probationary period.

Other benefits: theatre ticket subsidy scheme, season ticket loan, theatre tickets, staff discount in the Almeida bar and other local amenities.

Location: This position is based at the Almeida's Administration Offices at 108 Upper Street, London N1 1QN