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Sadler's Wells

Development Assistant

Fixed-term contract to 30 June 2022



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Welcome

Thank you for your interest in joining Sadler's Wells. We hope that it will be a great opportunity for you in your own career.

Sadler's Wells holds fast today to the vision that Lilian Baylis instilled here almost a century ago: that great art should belong to everybody. Our mission is to make and share dance that inspires us all, and our vision is to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

When artists and audiences talk about Sadler's Wells, they use the words: 'innovative, exciting and risk-taking'. Trying new things is part of our core purpose, and it's more important today than it has ever been.

This is an exciting and complex time in the theatre's history as we recover from the impact the coronavirus pandemic has had on our business model and work towards opening a fourth venue in Queen Elizabeth Olympic Park in east London in 2023.

This fixed-term role offers you the opportunity to bring your ideas, passion, knowledge and experience to Sadler's Wells. In return, the successful candidate will be part of a strong and supportive team in a world class arts organisation.



Background Information

Sadler's Wells is a world-leading creative organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

In normal times, over half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17th century. Our modern day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' colleagues.

Our second theatre building and West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

Future Plans

Plans are underway for the development of a fourth venue in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space will be located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site will form part of a new cultural and education district, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London.

Sadler's Wells' new space will house a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop theatre academy, all planned to open by the end of 2023.

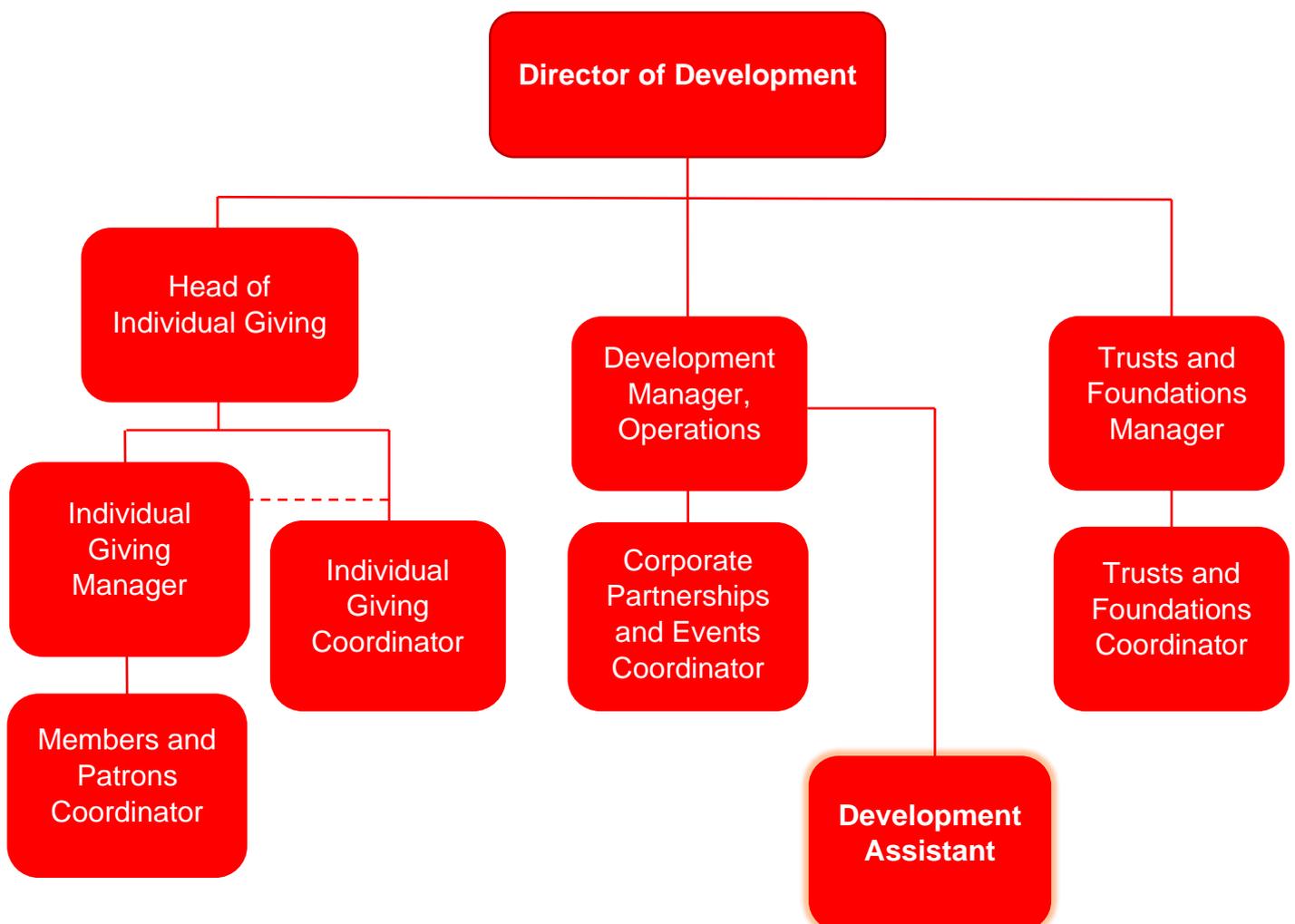
The Department

The Development Assistant will play an important role in a dynamic and growing team of ten at Sadler's Wells. The Department currently raises £2.5 million a year in private support from patrons and major donors, corporate sponsors and trusts and foundations. We are building on this success and have ambitious targets in the years ahead and we are £8m towards our £12m by 2023 Campaign target.

The Role

The Development Assistant reports to the Development Manager, Operations and works across all income streams but most closely and regularly with the Individual Giving Team.

The Development department:



What are my responsibilities?

Administration

- Produce the Weekly Patrons Report, notifying the team when Development guests are attending performances and events
- Manage all meeting and diary requests between the Development and Executive Teams, liaising with the Executive Assistant
- Update the Development pages of the website
- Responsible for departmental administration such as room bookings, post, and donor stewardship purchases
- Update the income tracker with Patrons and Rehearsal Members income and provide the Finance Team with batch reports for all department income
- Process invoices on behalf of the team and raising purchase orders
- Record all expenditure and reconcile Development & Finance team records
- Administration of small donations, tracking finances relating to these donations, and ensuring targets are met

Departmental Support

- Support the Corporate Partnerships and Events Coordinator with all aspects of Development events from planning to delivery, including creating and sending invitations, recording RSVPs, event logistics and attending events

- With support from the Individual Giving Manager update and manage the donor boards and programme credits for the department
- Support the Members and Patrons Coordinator with the administration and running of open rehearsals for supporters

Internal Communications

- Liaise with the department on all ticket holds and be the point of contact for confirming all holds with the Programming Team
- Serve as first point of contact in the Development Team for all general enquiries to the department

General

- Strive for current best practice in fundraising especially concerning the use of personal data, financial details, financial transactions, Gift Aid and VAT
- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours
- Undertake other duties as may be reasonably required
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equality, Diversity and Inclusion and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premise

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.

Who should apply?

The successful applicant will demonstrate the following skills, experience, and personal qualities:

Essential

- Demonstrable skills and experience of working in a customer facing role
- Good written and oral communication skills [or British Sign Language if primary language]
- Interpersonal and relationship building skills
- IT Literate with experience of working with Microsoft Word, Outlook and Excel
- Good numeracy and attention to detail
- Ability to deal with tight deadlines and prioritise a varied workload
- Adaptable and able to respond to last minute requests
- A team player with an ambitious and enthusiastic attitude
- Interest in the performing arts and fundraising profession
- Must currently hold the right to work in the UK

Additional, but not Essential

- Previous experience of fundraising
- Experience of using a database i.e. Tessitura

Please note this post involves working some unsocial hours, including evenings and weekends



Why work for us?

You will be a key part of our mission to make and share dance that inspires us all and delivering our vision to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other

- You will be offered a salary of £22,500 per annum, based on a 35 hour working week, plus an additional paid meal break each day. This is a fixed-term position, due to commence as soon as possible until 30 June 2022
- You will get 25 days annual leave per annum
- You will be enrolled into the Sadler's Wells Trust Ltd. pension scheme
- You will have access to our Employee Assistance Programme (EAP) to support your wellbeing
- You will engage in learning and project opportunities to develop personally and professionally, and support your career journey
- You can access an interest-free Season Ticket Loan and a Cycle to Work salary sacrifice scheme
- You will be eligible for a death in service insurance policy covering twice your annual salary
- You will be encouraged to attend performances at both theatres with a discretionary allocation of tickets to employees (subject to availability), and a staff discount at the Garden Court Café
- We welcome everyone through our doors and encourage and enable people to be the best versions of themselves and to feel confident and capable in their roles
- We embrace a blend between home and office working, and we welcome a conversation about flexible working and your needs
- We celebrate diversity in the dance we share and showcase, and in our workplace. We are working hard to be more inclusive and increasing access both on stage and off and have a number of anti-racism commitments to make lasting changes in the way we work

Making an application

A Job Description and Person Specification are included in this document. If after reading you are still interested in applying, please find further details and information on how to apply [here](#).

If you would like support or have any queries regarding the format or submission of the application, please contact us on recruitment@sadlerswells.com.

We welcome applications from people from all backgrounds who feel they align with our mission, vision and values. We are international and multicultural on our stages, and we want to reflect that in our organisation. By celebrating difference and incorporating diverse points of view and experiences, we can become closer to our artists, audiences and the communities we serve.

We are proud to be a Disability Confident employer meaning we have been certified by the government as actively taking steps to attract, recruit and retain disabled workers. We understand that some disabled colleagues will need adjustments to help them perform to the best of their ability – these can be changes to the built environment and furniture, the tools and technology they use in doing their job, aspects of the role, ongoing support or working arrangements.

Sadler's Wells also works collaboratively with Parents in Performing Arts (PiPA) in efforts to support parents and carers within the industry.

We welcome all applications by 11:59pm GMT on Thursday 14 October 2021. Interviews will take place virtually on the week commencing Monday 18 October 2021.

