



## Vision

*A world transformed by your imagination*

### ABOUT US

Bristol Old Vic is the longest continuously-running theatre in the UK and following a £12million redevelopment project, is now one of the most modern and comfortable with state of the art rehearsal rooms, a dramatically extended forestage and precision-engineered sightlines giving audiences an even more intimate theatrical experience.

As we emerge from the COVID-19 pandemic, Bristol Old Vic's Vision, Mission & Values are unchanged, but we are determined to seize the opportunity the pandemic has afforded us to transform the business: offering a high quality, progressive, inspiring, relevant and representative programme, in a new live/streamed hybrid form, giving everyone the opportunity to encounter and enjoy creativity.

#### Our Mission:

- Inspire, delight and surprise the people of Bristol and far beyond with excellent live theatre in an atmosphere of creativity, welcome and adventure
- Transform the lives of our artists, our public (young and old alike) and our staff through the creative opportunities we offer in our building and across the city
- Nourish, share, celebrate and be inspired by the heritage of Britain's oldest theatre
- Develop a flexible and sustainable business which embodies the value of our theatrical identity and history

#### Our Values:

- Bristol Old Vic people are welcoming, professional and boundlessly curious; playful, ambitious and rigorous; resourceful, honest and generous; collaborative, dedicated and bold; Bristolian and global at the same time
- We are custodians of Bristol Old Vic for future generations and do everything in our power to build on and amplify its phenomenal history
- The stories we tell should fully reflect our society so that all sections of Bristol's community feel Bristol Old Vic belongs to them
- We remember at all times that everything we do is an experiment, that uncertainty makes discovery possible and that it is our job to explore rather than to define



## **JOB DESCRIPTION**

**Post:** **Development Assistant**

**Responsible to:** **Head of Fundraising and Investment Partnerships**

### **Purpose of the Role**

The Development Assistant has responsibility for supporting the Development team in generating fundraised revenue for Bristol Old Vic through individuals, trusts and foundations and corporate organisations. They will help to deliver fundraising events, provide financial and administrative support for the department, and undertake prospect research to help grow our supporter base.

The post presents opportunities of professional growth for an individual at the start of their career in arts fundraising, administration, business development or work in the non-profit sector overall. You will learn about how we generate revenue for our theatre through fundraising, how this relates to other departments within the organisation, and how this relates to our place within the regional and national cultural ecology.

The Development team comprises a Head of Fundraising and Investment Partnerships and an Individual Giving Manager – both full time – to be joined by a Development Assistant. The team is managed by the Head of Fundraising and Investment Partnerships.

### **Key Duties and Responsibilities**

#### **Individual Giving and Memberships**

- Under the direction of the Individual Giving Manager, assisting with the growth of our membership scheme (due to be relaunched in early 2022), overseeing the processing of payments (in liaison with box office) and acknowledging gifts in a timely manner, ensuring that we deliver all membership benefits, in conjunction with support from marketing and box office.
- Support the administration of fundraising campaigns, including The Big Give, inputting into and implementing our strategy, while monitoring and evaluating giving trends.
- Assist the Individual Giving Manager to identify current members, and other lower-level donors, including those previously giving to capital, with capacity to increase their support.

### **Trusts and Foundations**

- Under the direction of the Head of Fundraising and Investment Partnerships, draft effective grant proposals to trust and foundations for approaches up to £5k.
- Assist in researching and identifying prospective funders and new avenues for revenue grants, particularly for Engagement and New Work.
- Gather information and materials for grant applications and generally support grant application process.
- Employ high-quality administrative management to ensure all contact with grant making bodies relating to fundraising and development is recorded and tracked, including keeping Spektrix up to date to maximise its functionality.

### **Corporate Support and Partnerships**

- Provide support to the team in identifying opportunities to link with new corporate sponsors.
- Assist the team in the management of relationships with corporate stakeholders and partners, acting as the key point of contact and responding promptly to enquiries by phone and email.
- Ensure the delivery of sponsor marketing benefits in liaison with the marketing and producing team.

### **Events**

- Co-ordinate and deliver development events at various venues, primarily at Bristol Old Vic but with potential for other venues nationally and internationally as required, including inputting into guest lists, issuing invitations and logging RSVPs.
- Liaise with the Individual Giving Manager and Operations team to arrange supporters' hospitality, including arranging tickets and confirming hospitality and special requirements.
- Input into the plotting, creation, delivery and evaluation of year-round Development events for sponsors, supporters, prospects and key stakeholders.

### **Finance and Admin Systems**

- Work closely with the Finance Department to maximise Gift Aid reclaim opportunities.
- Manage the department's income on a day-to-day basis, including trackers and accounting systems.
- Manage the department's expenses, logging and recording all expenditure and monitoring against budget.
- Be the first point of contact for refining how we use the Spektrix database and direct liaison with Spektrix for problem-solving and improvements.
- Ensure that information held on Spektrix is up to date and fit for purpose in terms of relationship management and donor stewardship, and in accordance with the requirements of GDPR.
- To produce reports and retrieve information as appropriate.

- Ensure all donors, supporters and sponsors are appropriately acknowledged digitally, in print and on site.
- Co-ordinate the department's print requirements.
- Provide administrative support for Fundraising Committee meetings.

**General Duties and responsibilities:**

- Ensure the accurate and up to date recognition of donors online and in season brochures and programmes.
- Act as a point of contact for enquiries by supporters and potential supporters by phone and email and deliver the highest levels of customer service.
- Acts as the Development point of contact for the Company's website, ensuring the Department's pages are up to date and relevant.
- Share information and contribute to improvements in procedures and working practices.
- Provide administrative support to the team as required.

**Learning Opportunities**

- We are keen to welcome individuals to our organisation who share our passion for theatre and the arts. As such, our aim is to ensure work here is seen as an opportunity for individuals to develop professionally while also rewarding personal interest in the arts. Learning opportunities on offer within this post will include:
- Fundraising for the arts, from strategy to meeting donors at events
- Finance within the arts, particularly how activity in the theatre is funded
- Membership administration and strategy
- Using Spektrix in a box office and fundraising capacity
- Using Dotdigital for composing external email communications
- Using Craftcms to update our webpages

**General**

Bristol Old Vic comprises a team of highly skilled and committed people. All staff members are expected to contribute as appropriate to the Company's success and engage in the life of the Company.

## **Organisation Wide Responsibilities**

The following responsibilities are shared by all staff members of Bristol Old Vic:

- To work for the benefit of the whole organisation
- To comply with all BOV policies including Equality and Diversity, Dignity at Work, RESPECT Charter Health & Safety, Safeguarding and other policies included in the Staff Handbook
- To attend regular staff meetings and other departmental meetings that may be arranged.
- To keep up to date with the activities of the organisation
- Undertake additional duties as may reasonably be required

## **PERSON SPECIFICATION – Development Assistant**

### **Essential Skills and Attributes**

- Interest in pursuing a career in fundraising and/or the arts, with a minimum 6 months fundraising or arts-related experience (professional or voluntary).
- Attention to detail and the ability to multitask in a pressured environment without compromising on quality.
- Strong organisational and administrative skills.
- Excellent written, verbal and IT communication skills, including an awareness of CRM systems.
- Well-developed social skills required to represent Bristol Old Vic at all levels and build and maintain relationships.
- A commitment to outstanding customer service.
- A desire to learn and willingness to take on new challenges.
- The ability to work independently, asking for support when needed.
- Proven ability to work as part of a team.

### **Desirable Skills and Attributes**

- Experience of and enthusiasm for working in a theatre.
- Experience of working with box office software.
- Experience of researching for a specific project or activity.
- Experience of producing digital and print marketing materials.
- Ability to take up post within one month of job offer.

## TERMS AND CONDITIONS

Hours:	35 hours per week
Contract:	Permanent
Salary:	£20,000 per annum
Holiday:	5.6 weeks per annum (28 days) including bank/public holidays rising to 6.6 weeks following one complete year of service
Probation:	Three months' probation period (during which there is one week's notice on either side)
Pension:	Bristol Old Vic provides an auto-enrolment pension scheme in line with UK employment legislation. You will automatically be enrolled after 3 months of employment, unless you meet the exemption criteria or wish to opt out.
Notice period:	One month's notice following successful completion of probation period

### Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two independent references, which are satisfactory to Bristol Old Vic.  
NB: References produced by candidates will not be accepted.
- Verification of identity and Right to Work in the UK to be produced at interview stage.