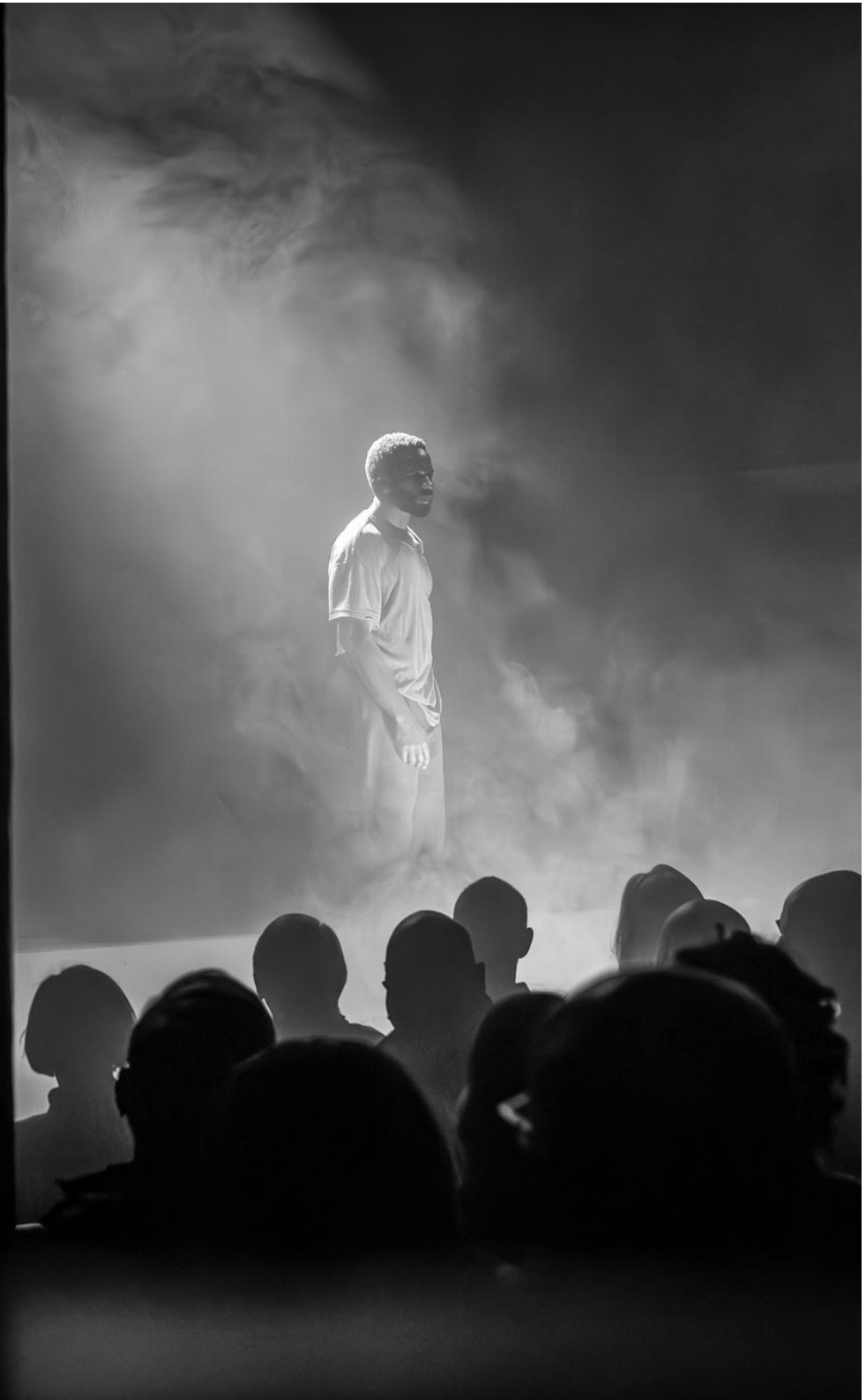


Development & Events Coordinator
RECRUITMENT PACK



ABOUT THE ALMEIDA

“Small but mighty, Islington’s Almeida Theatre is one of the most prestigious - and on form! - theatres in London, equally influential as a haven for great writers, great directors and great actors.”
Time Out

The Almeida is a London 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, full houses 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. From the beginning, our building existed to investigate the world.

Under the new leadership of Artistic Director Dominic Cooke and Executive Director Ros Brooke-Taylor, the Almeida’s vision is to make bold work which challenges and questions the world we live in; bringing together the most exciting artists to interrogate, provoke, inspire and entertain audiences through new writing and reinvigorated classics.

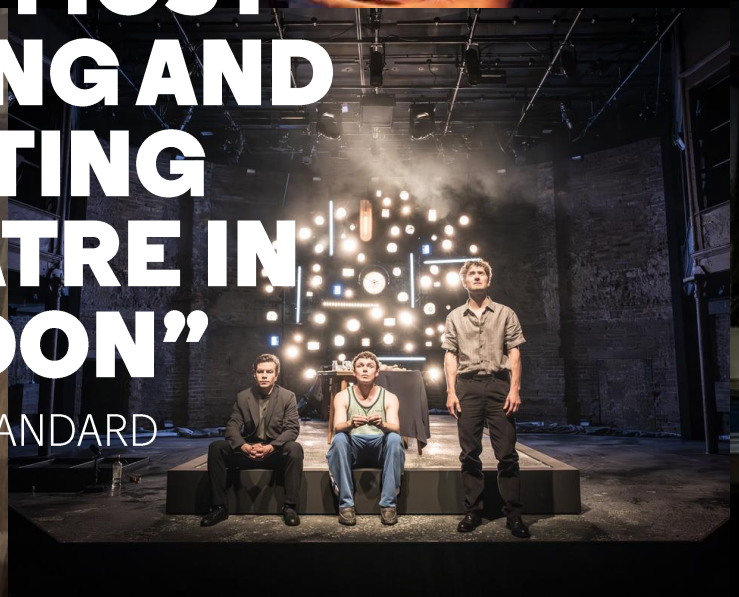
While the Almeida is rooted in Islington, many productions continue beyond the walls of the theatre – either through West End or Broadway transfers, national and international tours, or digital capture. In addition to the main repertoire, there is a wide-reaching participation programme, including a range of creative opportunities and training for young people, and projects working with our local Islington community.

The Almeida Theatre is a registered charity and is dependent on the support of Arts Council England, individuals, companies and trusts and foundations to realise our artistic ambitions.








“THE MOST DARING AND EXCITING THEATRE IN LONDON”

EVENING STANDARD

JOB OVERVIEW:
Development & Events Coordinator

We are seeking a passionate and motivated candidate who is eager to build a career in arts fundraising, within a high-performing Development team in a leading subsidised producing theatre.



This is an exciting opportunity to contribute to the Almeida Theatre's fundraising ambitions in a role at the heart of supporter stewardship and communication, event delivery, and team administration. Be a part of a skilled, dynamic and fast-paced Development team, raising c.£2.4m annually towards creating first-class productions, developing emerging talent and opportunities for local young people.

The Development & Events Coordinator will act as the first point of contact for Almeida supporters, providing excellent communication, ticketing services and benefit delivery. The Coordinator will lead on supporter and prospect events around all productions. As the primary administrative and operational lead for the Development team, they will provide support by developing and delivering effective systems and processes and providing strategic and targeted prospect research, diary management, meeting coordination, financial reporting and general administration.

This role will also liaise with the Almeida's Development Council, a group of volunteers who meet regularly to support our fundraising ambitions.

As such, this role will work closely with multiple departments, production teams and stakeholders across the company and externally. This opportunity provides invaluable, hands-on experience of working in a small theatre with an international reputation for artistic excellence.



JOB OVERVIEW

Key Relationships:
•Director of Development
•Development team colleagues (Individual Giving, Corporate, Trusts & Foundations)
•Marketing, Box Office, Participation, Producing and Finance teams
•External stakeholders and supporters
•Development Council

Responsible to:
Deputy Director of Development

JOB DESCRIPTION

OUTLINE OF RESPONSIBILITIES

Events Planning & Delivery

- Lead the planning, coordination and delivery of all supporter and prospect events, including:
  - Regular Patron and Insight events
  - High-level annual supporter events
  - Participation events
  - Cultivation events
  - Special events and one-off opportunities (e.g. West End transfer events)
- Manage all event logistics including invitation creation, copywriting and sending, joining instruction communication, collation of RSVPs, logging event attendance and dietaries on Tessitura, creation of seating plans, coordinating catering, ticket bookings, biographies and briefing notes, speech notes and on-the-night delivery
- Oversee event expenditure budgets by sourcing competitive quotes and accurately tracking invoice payments
- Build and maintain relationships with suppliers and internal teams to ensure high-quality delivery
- Liaise with Production teams and the Company Managers of each production to facilitate access to the Rehearsal Room, attendance of company members and creatives at events, obtaining signed merchandise or props to enhance supporter experience

Supporter Stewardship & Communications

- Manage the Development team's Supporter and Priority email inboxes, acting as the first point of contact for all supporter enquiries and deliver excellent customer care
- Respond to queries via phone, email or in person relating to memberships, ticketing, events, payments and donation receipts in a timely and professional manner
- Ensure all supporters receive high-quality, consistent and personalised stewardship and all benefits are accurately delivered in line with their support, including supporter crediting across production programmes, online and on supporters' boards within the theatre
- Maintain accurate and up-to-date supporter and prospect records on Tessitura

JOB DESCRIPTION

Development Operations & Administration

- Support the smooth running of the Development team through development & delivery of effective administrative systems and processes.
- Working with the Director of Development and Deputy Director to identify opportunities to streamline workflows and improve efficiency across the team, including the integration of AI and other software and digital platforms.
- Maintain and manage data on the Tessitura CRM on behalf of the team, ensuring accuracy and compliance, and act as a Tessitura champion for Development.
- Work with marketing and our Data and Insights Manager to use Tessitura analytics and other data insights and digital software to inform and enhance our fundraising practice.
- Support the Development team with targeted and strategic prospect research and due diligence profile creation.
- Support financial administration including processing invoices and cheques, tracking departmental expenditure including credit card payments, processing expenses, and supporting reporting and reconciling with the Finance team.
- Support in the collation of data and analytics for impact reporting and supporter collateral and assisting in the design of compelling Development collateral
- Assist with diary management for the Director of Development and Deputy Director of Development
- Assist with meeting scheduling, agenda creation and minuting on behalf of the team, including the coordination of the regular Development Council meetings.

General Responsibilities

- Attend and support Development events, including some evenings/weekends
- Represent the Almeida Theatre professionally to supporters and stakeholders
- Attend regular team and inter-departmental meetings as a representative of the Development team, obtaining and sharing relevant information where required
- Undertake any other duties as reasonably required by the Deputy and Director of Development

PERSON SPECIFICATION

Experience & Skills

Essential

- Experience in an administrative, events or fundraising role
- Experience of event planning and delivery
- Excellent customer service and written and verbal communication skills, with keen attention to detail
- Strong organisational skills and ability to manage multiple priorities
- Ability to work both independently and collaboratively in a fast-paced environment
- High standard of numeracy, literacy, and IT skills (working with Windows-based software)
- Ability to learn and become proficient in new systems and procedures

Desirable

- Experience using databases/CRM systems (Tessitura)
- Experience managing inboxes and responding to stakeholder enquiries
- Experience in arts, charity or cultural sector

Key Attributes

- Approachable and confident communicator
- Proactive, efficient and solutions-focused
- Interest in developing a career in fundraising
- Passion for theatre and the arts





RENUMERATION AND HOURS

This post is offered as a permanent full-time role.

- Salary: £31,129
- Working hours are 10.00am – 6.00pm, Monday to Friday (with additional evenings & occasional weekend working for events).
- Holiday: 25 days per annum (bank holidays are in addition to this)
- Probationary period: 3 months.
- Notice period: 2 Months
- Following 13 weeks' service you will be automatically enrolled into the Almeida's auto-enrolment pension scheme, with NOW Pensions. Alternatively, the Almeida offers a salary sacrifice pension scheme with Scottish Widows following a successful probationary period. You have the option of opting out of joining a pension scheme if you prefer.
- Location: This position is based at the Almeida Offices, 108 Upper Street, London.

WORKING WITH US

The Almeida is committed to being an inclusive and diverse organisation: representative of the community around us and a cultural home to all. We want everyone who works with us or visits us, to feel welcome and respected. And we want the imaginative work we present on stage to speak to the world we live in, with all its rich variety of voices and cultures.

This commitment to equality, and to a company culture which treats staff, freelance artists and audiences equally and fairly, goes beyond the Almeida. We are committed to upholding these values in the wider industry and to playing our part in creating a sustainable future for a more equitable theatre in this country. You can find out more about our Equality, Diversity and Inclusion Policy here.

Everyone who works with us or visits us is expected to share in this belief and show it through behaviour towards others.

STAFF BENEFITS

- Complimentary staff tickets to attend performances at the Almeida
- Staff discount in the Almeida bar and other local amenities
- Development programmes via e-learning platform, specialist in-person training and training opportunities
- Invites to company lunches and regular social activities
- Access to interest-free season ticket loan and cycle to work scheme
- Access to mental health and wellbeing advisors providing workplace counselling and support
- Eye test vouchers



ALMEIDA THEATRE

APPLY NOW

Submit your application by Wednesday 2nd December at 12pm via our application form link.
Any questions at all, please contact generalmanagement@almeida.co.uk

