

## Job Summary

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### Development & Events Assistant

<b>Reports to:</b>	Head of Philanthropy
<b>Works closely with:</b>	Development Director
<b>Salary</b>	£29,000- £31,000
<b>Contract:</b>	18 months Fixed Term Contract
<b>Hours:</b>	This position involves working flexible hours as necessary to fulfil the duties of the post. The minimum hours are 35 per week. Normal office hours are 10am – 6pm Monday to Friday. We expect four core days in the office Monday to Thursday, with the option to work from home on Fridays. You will be required to work some weekday evenings and occasionally on the weekend. A TOIL system is in operation.
<b>Holiday:</b>	25 days per annum pro rata, rising by one day per full financial year served to a maximum of 30 days.
<b>Probation Period:</b>	Three months
<b>Notice Period:</b>	One month during probation, two months thereafter
<b>Benefits include:</b>	Contributory Pension Scheme; Season Ticket Loan Scheme; Training and development opportunities

### About the Role

This position will play a key supporting role in the Development team as we deliver our significant fundraising ambitions and is central to ensuring our donors are stewarded effectively.

The role will support the Development team to generate essential income through organising and delivering engaging events that deepen relationships with our supporters while supporting the wider Development team, overseeing general administrative tasks and liaising directly with supporters. This role is central to the smooth operation of the Development team and will be a key part how we secure support for the world-class work we do on stage and in the community.

## About the Young Vic

The Young Vic has always been more than a theatre – bigger than a building; it's a set of values that uphold the conviction that theatre is an indispensable part of civic life. Whether on our stages at our home on The Cut, touring to schools and community centres across South London, premiering a play in the West End or on Broadway, streaming our work across the country and around the world – we are actively working to be a theatre for everyone.

### **Our Anti-Racism Commitment**

Our leadership team and staff share a joint commitment to prioritising the wellbeing of Black and Global Majority people at the Young Vic. We are working together to create a culture of care for all, but especially those with lived experience of racism, and we commit to holding each other accountable for building and maintaining this culture. We believe that making the Young Vic an anti-racist organisation makes the culture better for everyone.

### **The Language We Use and Why**

We believe that language is important and empowering. Where possible we are specific as possible with our language, and avoid defaulting to umbrella terms or making assumptions about people's identity or experience.

When we can't be specific, we say 'Black and Global Majority' instead of phrases like 'Person of Colour' and 'BAME'. This is because the term 'Black and Global Majority' does not centre whiteness, and is also factually true - over 80% of the world's population make up the Global Majority.

### **Our Values at the Young Vic**

We are committed to creating an inclusive environment where everyone is treated with fairness, dignity, respect and importance, and shows respect for themselves, others and our community regardless of seniority or area of work. Our values are as follows:

**We believe theatre is at its best when everyone participates.** We begin by asking, who isn't here that should be? Then we make certain they are. At the Young Vic, everyone belongs, everyone is welcome.

**We are driven by relentless curiosity and debate.** We believe in the power of stories to help us see the world in new ways. We believe in being a forum for discussion and opposing views, in the possibility of fostering understanding and shifting perspectives.

**We believe in pioneering and leading into the unknown.** We innovate in how we make work and how we share it. We push against the status quo to challenge whose voices are celebrated, and whose stories are told.

**We are led by the creativity of our people and the limitless possibility of imagination.** We believe in pushing limits and reimagining what's possible. We make space for the unexpected, and we move quickly to make the most of opportunity. We collaborate: working together to achieve shared goals. We believe our organisation is made stronger by including varied and unique perspectives and talents in every aspect of our work. We are committed to reflecting the great diversity of our city onstage and off.

**We prioritise kindness, we lead with heart, with care, and with the wellbeing of our**

# Young Vic

**people** - our staff, participants, volunteers, theatre makers, civic leaders, advocates, supporters, and audience members.

**We are committed to openness rooted in trust.** We believe in being held to account - apologising when we've not upheld our values or when we've caused hurt or confusion, and learning from our mistakes.

## Job Description

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### Development and Events Assistant

#### Key Responsibilities:

##### General Administration

- Provide day-to-day administrative support to the Development team, including general coordination to ensure smooth team operations
- Support the Development Director with diary management, meeting scheduling and other administrative tasks as required
- Working with the Development Director and Finance Coordinator on monthly credit-card and expenditure reconciliation and administration
- Work closely with the Development Director to deliver Development Committee meetings, including arranging meeting dates, taking minutes, organising paperwork and assuring events are in committee diaries; as well as booking tickets for the committee and their guests.
- Maintain accurate and up-to-date records for the Development team in Spektrix including contact details, donations, and fundraising bios.
- Coordinate and attend regular team and inter-departmental meetings and ensure actions are followed up where required.
- Working with team to assist processing invoices, cheques, and other financial paperwork in line with organisational procedures.
- Ensure key donor attendance is recorded in relevant diaries, using Spektrix to assist you in monitoring and manage donor bookings
- Support the creation of resources for the team, as needed: including event invites, reports and proposal decks on Canva
- Undertake any other duties as required to support the effective running of the Development team and wider organisation.

##### Event Co-ordination

- Support the delivery of Development events, including Press Nights, Patrons' Evenings, and other cultivation or stewardship events.
- Lead on the planning and delivery of supporter events, including up to two Supporters' Evenings per production, behind the scenes events, and additional activities such as West End transfer opportunities.
- Assist the Corporate Partnerships Manager in the delivery of corporate hospitality events, including ticket distribution and food and beverage orders.
- Create and distribute clear, timely event communications, including invitations, joining instructions, and access information.
- Prepare briefing notes for internal stakeholders, ensuring relevant colleagues are informed about attendees, event objectives, and stewardship priorities.
- Manage RSVPs and monitor guest lists, responding to enquiries and ensuring a high standard of supporter care.
- Liaise with Company Managers to coordinate signed merchandise from acting companies and arrange artistic attendance at events.

## Other Duties

- Attend internal and external meetings as required
- Support the Development Team's wider ambitions by assisting and attending fundraising events relevant to the team's fundraising goals including supporters' evenings, press nights and cultivation events as appropriate
- Take on other relevant tasks and responsibilities as required by the Head of Philanthropy & Development Director
- Be engaged in the Young Vic's work, attending previews/press nights and regularly attending Taking Part projects and workshops
- Represent the Young Vic as required, and act with the best interests of the Young Vic at all times.
- Embody the YV ethos, values and our policies such as Ethical Giving, Health & Safety, Safeguarding, Environmental and Equality, Diversity & Inclusion.
- Follow the Code of Fundraising Practice and guidance from the Fundraising Regulator
- Respect confidentiality and follow best practice around data, including adherence to the Data Protection Act 2018 (GDPR).

## Person Specification

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### Development and Events Assistant

#### Essential Experience & Skills

- Experience in an administrative, customer-facing, or events-related role (including internships, part-time roles, volunteering, or university activities).
- Strong organisational skills with the ability to prioritise work, manage competing deadlines, and maintain excellent attention to detail.
- Confident written and verbal communication skills, with the ability to speak professionally with donors, artists, senior staff, and the public and a warm and welcoming manner at public-facing events.
- A proactive and adaptable approach, with the ability to problem-solve and take initiative when required.
- Proven ability to build positive and collaborative working relationships across departments.
- Competence with standard office software (e.g., Outlook, Word, Excel) and Canva, and a willingness to learn new systems such as Spektrix
- Ability to handle sensitive information discreetly
- Calm and able work under pressure
- A genuine enthusiasm for theatre and the wider arts sector.

#### Desirable Experience & Skills

- Experience working or volunteering in an arts, cultural, or non-profit environment.
- Familiarity with CRM systems (e.g., Tessitura, Spektrix) or email marketing tools such as WordFly
- Experience supporting the planning or delivery of events of any scale.
- Experience producing simple visual materials such as PowerPoint presentations, Canva decks, or newsletters.
- Awareness of fundraising principles, donor stewardship, or charity governance.