



JOB PACK

# DEVELOPMENT MANAGER



**ADRIAN LESTER**  
*COST OF LIVING*



**TAMSIN GREIG**  
*PEGGY FOR YOU*



**MAISIE WILLIAMS  
& ZACH WYATT**  
*I AND YOU*



**DANNY SAPANI  
& TIFFANY GRAY**  
*BETWEEN RIVERSIDE AND CRAZY*



## JOB PACK **DEVELOPMENT MANAGER**

### OUR MISSION

Welcome to Hampstead Theatre where we champion the original, presenting world-class work on two ever-transforming stages. Since its earliest incarnation in a simple hut over 60 years ago, Hampstead Theatre has always attracted outstanding talent, from Harold Pinter, Mike Leigh, and Tom Stoppard to Nina Raine, Roy Williams and Beth Steel - innovators and original thinkers, every one.

As one of London's leading producing theatres we showcase the very best of what's new; taking pride in the premiere of an astonishing debut, an inventive reimagining of an existing work, or an enthralled first-time audience member. We present plays that are ingenious, surprising and accessible.

Our state-of-the-art home is in North West London, offering West End production values – but with tickets at a fraction of the cost. We believe in thought-provoking stories that are intelligently told, leaving audiences entertained and exhilarated. We're passionate about our work, and we can't wait to share it with you.

### WORKING TOWARDS AN INCLUSIVE CULTURE

Hampstead Theatre is committed to reflecting the diversity of contemporary England in the work presented on stage, in the colleagues who work here in whatever capacity and in the audience we welcome. Everybody who engages with Hampstead Theatre should feel able to express their full selves and we take seriously our commitment to removing any barriers, whether visible or invisible, which prevent anyone from doing so.

### DISABILITY CONFIDENT EMPLOYER

All d/Deaf and/or disabled candidates who demonstrate they meet the essential criteria in the person specification will be invited for an interview.

If you require this job pack in another format (eg large print, audio), please email [jobs@hampsteadtheatre.com](mailto:jobs@hampsteadtheatre.com).

If this application process is not appropriate for you due to your access needs, please contact us to discuss an alternative approach by emailing [jobs@hampsteadtheatre.com](mailto:jobs@hampsteadtheatre.com).





SIMON RUSSELL BEALE  
MR FOOTE'S OTHER LEG



RAY FEARON  
& CLARENCE SMITH  
THE FIRM



MYANNA BURING  
ANTHROPOLOGY



## HOW TO APPLY

The application deadline is midday on **Friday 5 June 2026**.

Interviews will take place online **Thursday 11 and Friday 12 June 2026**.

To apply for the position,

1) Email your CV and cover letter to [jobs@hampsteadtheatre.com](mailto:jobs@hampsteadtheatre.com) with the reference **DM** in the subject line.

In your cover letter, please outline why you are interested in the role and how your skills, knowledge and experience relate to the person specification.

2) Complete the following form:  
<https://forms.cloud.microsoft/e/RACvmsv3TZ>

The form will ask you for your personal details and details of two referees.

3) Complete the personal characteristics form:  
<https://forms.cloud.microsoft/e/zGfZuwZa3d>

---

## JOB DESCRIPTION

**Job title: DEVELOPMENT MANAGER**

**Reports to: DIRECTOR OF DEVELOPMENT**

At Hampstead Theatre, we create bold, original and thought-provoking theatre, championing new voices and working with some of the industry's most exciting creative talent.

We are looking for a passionate and driven Development Manager to play a central role in helping us achieve our ambitious fundraising goals, raising £1.5m this year to support our artistic work and protect future growth.

This is a dynamic and people-focused role at the heart of the organisation. You will help build meaningful relationships with new and existing supporters, have the opportunity to lead and deliver a vibrant programme of fundraising events, and work closely with Patrons and high-net-worth individuals whose generosity makes our work possible.

We are looking for someone who combines excellent relationship-building skills with creativity, warmth and attention to detail. You will bring experience of fundraising within the arts or not for profit sector, an enjoyment for creating memorable donor experiences, and a genuine belief in the power of ambitious theatre to inspire and engage.

If you are energised by new writing, enjoy connecting people to artistic work they care about, and want to make a tangible impact within one of London's leading producing theatres, we would love to hear from you.



**CAST OF  
ROCK 'N' ROLL**  
**EMILIA FOX  
& THEO JAMES**  
*SEX WITH STRANGERS*



**SHARON D. CLARKE**  
*CAROLINE, OR CHANGE*



**ROBERT LINDSAY**  
*PRISM*



## **RESPONSIBILITIES INCLUDE:**

### **Individual Giving**

Working closely with the Director of Development and Board, you will help secure Patrons and donor support that sustains and develops the theatre's artistic ambitions.

This includes helping to shape and manage Production Syndicates and Giving Circles, researching and cultivating prospective donors, and confidently making funding approaches. The role involves close collaboration with artists and creative teams, connecting supporters directly with the work they are helping to bring to life.

You will build warm, lasting relationships with Patrons, providing excellent stewardship and supporter care, including assisting with ticket bookings and donor experiences. You will also represent the Development team at key theatre events, acting as an engaging and knowledgeable ambassador for the organisation.

### **Events**

Working closely with the Director of Development and Board of Trustees, you will play an important role in delivering the theatre's flagship annual fundraising gala – a celebrated and high-profile event at the heart of our fundraising programme – including:

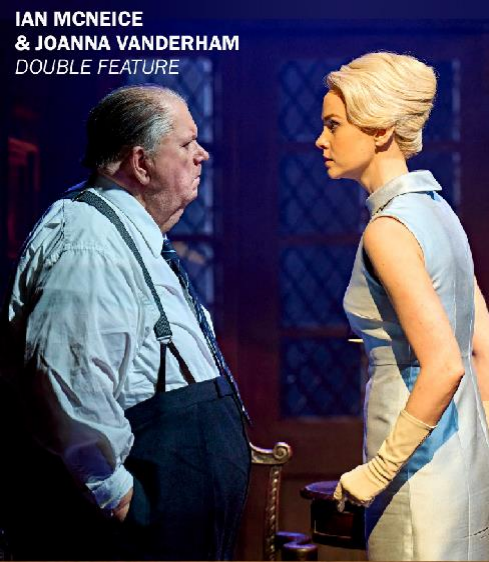
- Shaping and managing guest lists and invitations
- Exploring sponsorship opportunities and auction activity, creating an exceptional experience for supporters while maximising income generation
- Working closely with operational teams on catering, entertainment and venue management.

Alongside this, you will work with the Development team to create and deliver a year-round programme of stewardship and cultivation events – creating meaningful opportunities for audiences and supporters to connect more deeply with the Theatre's work and artists.

### **Board and Development Committee**

You will support the smooth running of the Development Committee through efficient administration, coordination and communication, while also building strong working relationships with Board Trustees.

Working closely with Trustees, you will help cultivate new supporter relationships through prospect introductions, events and donor engagement activity, playing an important role in strengthening the Theatre's network of advocates and supporters.



## General

As part of a collaborative and ambitious team, you will support the effective administration and financial management of Development activity, maintaining accurate income and expenditure records and contributing to regular income forecasting and reporting.

You will also help coordinate guest lists for Press Nights and other cultivation events, preparing briefing materials for senior staff and Board Members to ensure supporters and stakeholders receive a thoughtful, informed and personalised experience throughout their engagement with the Theatre.

## The following responsibilities apply to all Hampstead Theatre staff:

- Participating actively in the life of the theatre.
- Complying with Hampstead Theatre's Diversity, Health & Safety, Environmental Sustainability, GDPR and other policies at all times.
- Carrying out administrative work generated by the above activities.

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.

---

## PERSON SPECIFICATION

### Essential

- Experience of working in a fundraising team and with personal targets
- Proactive can-do attitude, high energy and the desire to work within a team and make a difference
- Approachable demeanour and ability to communicate and advocate the work of the theatre
- Experience of using a CRM system and research tools for data mining and to support prospecting
- Polished written and verbal communication skills
- Excellent administrative, IT and Excel budget management skills
- Ability to manage own workload
- Highly accurate, well-organised and with consistent time management skills
- Tactful, diplomatic and able to maintain confidentiality for sensitive information
- Willing and available for evening events
- Experience of first-line budget and expenditure management

### Desirable

- Experience working in the theatre or the arts
- Experience of managing large scale events
- Experience of working with Tessitura
- A genuine passion for bold, ambitious, original theatre



## TERMS & CONDITIONS

**Salary:** up to £39,000 p.a depending on experience.

**Hours:** This is a full-time position. A normal working week is Monday to Friday 10am to 6pm but, due to the nature of the job, evening and weekend work will be required in order to fulfil the functions of the role.

**Holiday:** Generous holiday allowance of 25 days plus Public Holidays.

**Notice:** One week during three-month probationary period, eight weeks after probation is passed.

### Other benefits:

- Interest-free season-ticket travel loans.
- Complimentary tickets for performances.
- After 13 weeks' service, you will be automatically enrolled in our NOW: Pensions scheme which includes an employer's contribution of 3% on qualifying earnings (where the employee also contributes at least 5% on qualifying earnings).
- Enhanced maternity leave, paternity leave and sick pay.
- Employee support helpline.
- 10% discount at Hampstead Theatre's Café Bar.

## PRIVACY NOTICE

Hampstead Theatre takes its responsibility for protecting your personal information seriously. Hampstead Theatre's job application process will only request data relevant to verifying the identity of a candidate or determining their suitability for a position.

Access to the information contained within your application will be limited only to individuals administering the recruitment process or individuals shortlisting and/or interviewing. Occasionally, Hampstead Theatre may ask external parties to assist with shortlisting and/or interviewing. On these occasions, Hampstead Theatre will ensure external parties commit to following the same data protection principles as the theatre.

Your application and any correspondence will be kept for up to a year following the closing date before being deleted.

Applying for a position at Hampstead Theatre indicates your consent to your data being processed in the manner described above.

More information can be found here:

<https://www.hampsteadtheatre.com/company/privacy-policy/>