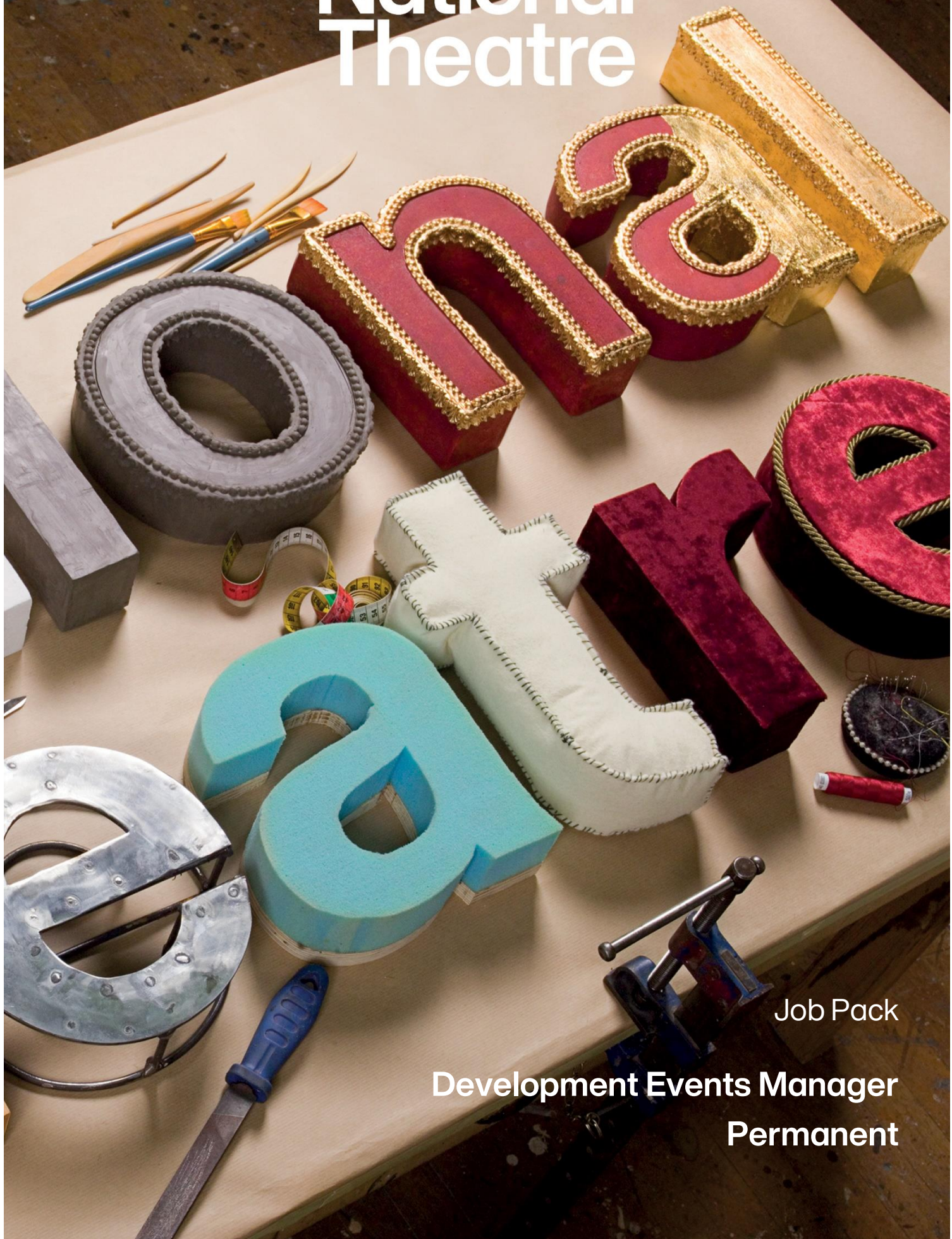


National Theatre



Job Pack

Development Events Manager
Permanent

About the National Theatre



Our Purpose

The National Theatre (NT) makes theatre that entertains and inspires using its creativity, expertise and unique reach.

We share unforgettable stories with millions of audience members across the UK and around the world – on our own stages, on tour, in schools, on cinema screens and streaming at home.

World-leading artists make their best work at the NT with the widest possible audience and impact.

We invest in talent and innovation on stage and off. We take seriously our role as the nation's theatre. Of the new productions we develop each year with a wide range of theatre companies, a third of that R&D resource is dedicated to shows staged at theatres outside London.

Through touring our work to local theatres and schools and nationwide education and community programmes, we are active in 71 of the 109 levelling up priority areas in the UK.

A registered charity with deeply-embedded social purpose, the NT works with hundreds of schools and communities across the UK to spark imagination and inspire creativity, and to develop skills and pathways for careers in theatre.

Our key objectives as we look to the next five years are towards economic, environmental and social sustainability, upholding a culture that aims to take care of our people and the wider world.

Our Values

The values that guide us.

Make a positive impact, striving to make the world a better place through theatre.

Bring your passion, applying energy and expertise to achieve the highest standards.

Collaborate to create, bringing ideas to life through teamwork and forging connection.

Empower each other, working to build and uphold an inclusive and equitable culture.

Act with confidence, with the courage to make clear, intentional decisions that support our shared vision.



About the Development Team

The Development department is responsible for fundraising at the National Theatre. Our aim is to raise money for the NT from individuals, corporations and charitable trusts and foundations, which enables the theatre to carry out its mission and develop ambitious plans for the future.

The department recently concluded a two-year £40million fundraising campaign to support the NT's recovery from the COVID-19 pandemic. Now, we are working towards raising money for work across four pillars: communities, young people, audiences, and theatre-makers.

Development consists of around thirty-five members of staff split across five teams; Corporate Development, Trusts and Foundations, Individual Giving, Major Gifts and Operations. All the fundraising teams are encouraged to work particularly closely together to raise money for the NT and its work.

We have a Development Operations team who help maximise fundraised income through the delivery of events, prospect development, stewardship, compliance, data reporting, administration and office management.

We also work closely with the American Associates of the National Theatre. The AANT is based in New York and promotes the work of the National Theatre in both the UK and the US. Since 2005, the AANT has granted more than \$20million to the National Theatre, providing essential funding for the NT's mission.

The Development Events Team

The team sits within Development Operations at the National Theatre and creates an extensive programme of events which are central to our fundraising strategy. The team works with our highest-level supporters across all sectors, as well as artists and colleagues in many departments and at all levels of seniority to produce the best possible events.

Event formats vary greatly and include:

- Exclusive dinners with actors and directors
- Screenings of NT Live titles
- Panel discussions for corporate members
- Intimate insights with writers, actors, directors, designers
- Family fun days
- Theatre buy-outs for corporate sponsors
- Breakfast briefings
- Seated formal dinners
- A biennial fundraising gala, which raised £2m in 2024

Contract Type: Permanent

Hours: 40 hours per week. Although additional hours may be necessary in order to fulfil the post's requirements.

Salary: £35,000 per annum

Responsible to:
Head of Development Events



Purpose of the Role

The Development Events Manager's role is to organise a portfolio of events and support of larger annual fundraising events. They are responsible for creating and delivering a variety of events that align with supporter benefits, in order to engage potential supporters and further develop relationships with existing supporters. The role works collaboratively with the fundraising and membership teams in the department, to best meet the needs of supporters and maximise income.

The successful candidate will have experience of managing events and strong project management skills. They will have excellent organisational and communication skills and the ability to work on their own initiative as well as in a team. They will be used to working in a fast-paced environment and to managing multiple events simultaneously.

Duties and Responsibilities

- Serve as a project manager for events and act as a representative for the interests of the department
- Matrix-manage a team of colleagues to work at events, this includes briefing and debriefing and inducting colleagues to new tasks as needed
- Liaise and negotiate with external suppliers and act as an ambassador for our department and the NT
- Take a key role in the delivery of Up Next, the National Theatre's biennial fundraising gala
- Support with the administration of Development events, including calendar appointments, contacting artists, budgeting for events, booking tickets etc.
- Build relationships with colleagues in our department and with other stakeholders at the NT to ensure opportunities are identified and used to the advantage of building donor relationships
- Liaise with senior volunteer leadership and committee members
- Ensure the standard of service is consistently high and meets the needs of donors and fundraisers
- To attend meetings and presentations with the Development Events Team and other Development staff as appropriate.

General Duties

- Update databases and supporter information systems on a regular basis in line with Data Protection legislation and the NT's policy and procedures to ensure all records are up-to-date and accurate
- Carry out any other duties as requested by the Head of Development Events
- Undertake training deemed necessary by your line manager
- Support the National's communications objectives by sharing information with your manager, team and colleagues as appropriate, whilst respecting confidentiality, so that you and your colleagues have all the information you need to perform your duties effectively
- Participate in regular department and team meetings
- Comply with the National Theatre's Health and Safety and Equal Opportunities policies
- Take personal responsibility for keeping up to date with the work of the National Theatre
- A commitment to high standards of service delivery and customer care
- Willingness to work flexibly in approach to work and/or work time requirements

Person Specification

Essential

- Experience of effective events management and successful project management
- Ability to work to one's own initiative as well as within a team
- Excellent and proven organisational skills
- Good budget management skills, including tracking expenditure and projecting income
- Exceptional verbal and written communication skills when working with a range of different groups of people, both internally and externally to the organisation.
- Experience of effective collaboration
- Good word processing and spreadsheet skills, with great attention to detail, accuracy and consistency
- Ability and willingness to work some weekday evenings on a regular basis and very occasionally on the weekend. Time off in lieu is given for evening and weekend work.
- Ability to travel, including potentially aboard

Desirable

- Experience of working in the arts or fundraising sector
- Experience of working with a customer relations management system

Recruitment Process

Link to apply: <https://jobs.nationaltheatre.org.uk/>

Closing date: Tuesday 4th June 2024 at 12 noon

Interview dates: Week commencing 17 June 2024

Further queries: Email recruitment@nationaltheatre.org.uk

Benefits

- Complimentary staff tickets for shows, subject to availability and policy
- Discounts in the NT's bars, cafes, restaurants, and bookshop, as well as in local businesses (from Wagamama to local childcare providers & gyms on and around the South Bank)
- Access to interest-free season ticket loan and cycle scheme partnership
- Pension schemes with Legal & General and NEST
- 33 days annual leave increasing up to 40 with length of service (including bank holidays)
- Sabbatical option, subject to agreement and policy
- Generous sick pay
- Family-friendly employer with supporting policies
- Hybrid and flexible working, subject to agreement and policy
- Training and Development Programme via e-learning platform, and specialist in-person training relating to role
- On-site Occupational Health and Wellbeing support
- Free-to-access Employee Assistance Programme, enabling counselling and mental wellbeing support, financial and legal advice, and advice on caring responsibilities
- On-site staff canteen and bar

Staff networks and communities:

The National Theatre has five Staff Networks:

[Disability Network](#)

[LGBTQ+ Network](#)

[Amplified: Network](#) for the Global Majority

[Women's Network](#)

[Parents and Carer's Network](#)

The networks are run voluntarily by our staff.

The NT is also a member of Parents and Carers in the Performing Arts (PiPA)

We support and encourage people from a variety of backgrounds, experiences and skill sets to join us and help shape what we do. As users of the disability confident scheme, we guarantee to interview disabled applicants who meet the essential criteria for our vacancies.

If you would like to speak to someone about any adjustments or concerns you can email recruitment@nationaltheatre.org.uk and we will be in touch with you to make the necessary arrangements.

Job Description

