



## INDIVIDUAL GIVING OFFICER

### Theatre Royal Bath

Dear Applicant,

Thank you for your interest in the role of **Individual Giving Officer** at the Theatre Royal Bath.

We are delighted to be recruiting for this important position within our Development team. As we continue to expand our fundraising ambitions, we are seeking a meticulous, proactive and collaborative individual to help improve the efficacy of our team, strengthen relationships with our supporters and ensure excellent stewardship of our donors.

This role offers an exciting opportunity for an early-career fundraiser to build their experience within a dynamic theatre charity. You will play a key role in shaping the supporter journey, managing data and communications, and contributing to a growing pipeline of individual giving.

We are looking for someone with outstanding attention to detail, strong organisational skills, and a genuine commitment to delivering excellent supporter experiences. You will work closely with colleagues across multiple departments to ensure our fundraising activity is supported by robust systems, clear communication, and thoughtful engagement. You will directly support members of the Development team with wider systems and processes.

What follows is a job description that forms the core of your role and responsibilities, which may evolve over time to reflect your skills and development within the organisation.

At the Theatre Royal Bath, we are committed to building a diverse and inclusive workforce. We strive to ensure fairness and equity throughout our recruitment processes and welcome applications from individuals from all backgrounds.

If there is anything we can do to support your application, please do let us know.

If you wish to apply, please complete the [Equal Opportunities Monitoring Form](#) and email your CV and responses to our three questions on page 7 to Lydia McCotter: [recruitment@theatreroyal.org.uk](mailto:recruitment@theatreroyal.org.uk)

I enclose the following written materials:

1. Background to the Theatre Royal Bath
2. Job Description and Personal Specification
3. Individual Giving Officer: Application Procedure

Details of how to complete the questions can be found at the end of the Application Procedure document.

Please ensure your application reaches us no later than **5pm, Friday 31<sup>st</sup> July 2026**.

Interviews will take place in person at the Theatre Royal Bath on **Thursday 3<sup>rd</sup> September** and you will receive notice of your call to interview no later than **Wednesday 6<sup>th</sup> August**. If you are unavailable that week, please let us know when applying; this will not affect your application.

Thank you for your interest in Theatre Royal Bath and I look forward to hearing from you.

Yours sincerely,

**Andrea Harris**  
Head of Development  
Theatre Royal Bath

# Theatre Royal Bath Individual Giving Officer



## Background to the Theatre Royal Bath

The Theatre Royal Bath is one of the oldest continually working theatres in the country, having originally opened in 1805. A Grade II\* listed building, it is described by the Theatres Trust as "One of the most important surviving examples of Georgian theatre architecture".

Theatre Royal Bath comprises 3 auditoria: the Main House, the Ustinov Studio and the Egg Theatre – which between them programme the best of UK touring and international theatre; a mix of drama, comedy, ballet, opera and musical theatre and dedicated work for children and families throughout the year.

Theatre Royal Bath is a registered charity with a charitable purpose to provide high quality entertainment and creative learning opportunities for the community. Regular visitors to the **Main House** include West End transfers from companies including the National Theatre, The Royal Shakespeare Company, Mischief Theatre (The Play That Goes Wrong) and touring companies including English Touring Opera, Rambert Dance and much-loved and award-winning UK and international actors. The Main House also hosts one-night events ranging from stand-up comedy with leading comedians to illustrated talks and music events.

Since 2011, under the direction of first Laurence Boswell, and more recently the internationally acclaimed and multi-award-winning opera and theatre director Deborah Warner, the 120 seat **Ustinov Studio** has transformed to an internationally acclaimed venue for innovative, creative theatre and performance including dance and opera with numerous productions transferring from the Ustinov Studio to the West End. These are presented alongside a continuing programme of high-quality small-scale touring theatre.

**The Egg** is one of the country's most established theatres dedicated to children and young people. Since opening in 2005, it has presented over 900 plays, programming 60 different professional productions each year for audiences aged 0-18, and introducing thousands of young people to live theatre. The Egg team works with partners to extend the role that cultural venues play in young people's lives, and fosters careers in the arts through: a partnership with Bath College (Bath Theatre Academy); a Youth Theatre for ages 5-25; creative participation for 25+ and strong links with Bath Spa University, amongst many other projects.

Plans are underway to open **The Billings**, a new community-oriented venue, in 2027.

**Theatre Royal Bath Productions** is the theatre's producing arm and has become one of the country's most prolific producers and co-producers with productions touring nationally and regularly transferring to the West End and overseas.

the egg

## Individual Giving Officer Job Description



<b>Job Title:</b>	Individual Giving Officer
<b>Department:</b>	Development
<b>Reporting to:</b>	Head of Development
<b>Responsible for:</b>	n/a
<b>Location:</b>	Theatre Royal Bath
<b>Term:</b>	Full Time
	40 hours per week (5 days), 8.30am-5.30pm. May include some weekends and evenings.
<b>Salary &amp; benefits:</b>	£27,000-29,000 per annum

Complimentary tickets for most productions at each of the three auditoria (the Main House, Ustinov Studio, The Egg)

4 weeks holiday per annum, rising to 5 weeks per annum after the first year.

### Role Summary

The Individual Giving Officer plays a key role in supporting the delivery of Theatre Royal Bath's fundraising strategy, with a focus on individual donors and members.

You will be responsible for delivering a structured and engaging supporter journey, ensuring donors feel valued, informed and connected to the organisation. Your work will directly contribute to building a pipeline for higher-level giving.

This role combines administration, data insight, and communications. Working closely with colleagues across the organisation, you will help ensure that development activity is underpinned by accurate data, efficient systems, and compelling communications.

## **Objectives:**

- To deliver excellent stewardship and communication for individual supporters.
- To maintain accurate and effective fundraising systems and data.
- To support the growth of individual giving income, particularly regular giving.
- To contribute to a collaborative and insight-driven Development team.

## **Key Tasks and Responsibilities include *but are not limited to:***

### **Administration & Systems**

- Maintain accurate CRM records using Spektrix.
- Develop and manage templates, processes and checklists.
- Support day-to-day administration of development activity, including events and donor tracking.

### **Data Insight & Evaluation**

- Gather, analyse and interpret fundraising data.
- Support reporting for internal planning and external stakeholders.
- Use insight to inform supporter journeys and fundraising strategy.

### **Donor Communications**

- Assist with donor reports, funding applications and updates.
- Work with Relationship Manager and Membership Coordinator to deliver membership and donor communications throughout the year.
- Collaborate with the Marketing team on campaigns and materials.
- Maintain content across email, website, social media and event communications.

### **Collaboration & Innovation**

- Work collaboratively with Marketing, Sales, Finance and Participation teams.
- Contribute to innovation in fundraising, including exploring new tools and technologies.
- Identify opportunities to improve processes and supporter experience.



# Individual Giving Officer Person Specification

In completing your application, please refer to the Person Specification outlined below. We are looking for an individual who is highly organised, detail-focused and passionate about delivering excellent supporter experiences. You do not need extensive arts experience, but you should feel confident advocating for the value of the arts in a fundraising context.

## **Essential Criteria**

### **Experience & Knowledge**

- Degree or equivalent experience.
- Understanding of administrative processes and data management.

### **Skills**

- Strong organisational and administrative skills.
- Excellent written communication skills.
- Proficiency in Microsoft Office and digital platforms.
- Ability to manage multiple priorities and work accurately.

### **Personal Qualities**

- Meticulous and detail-oriented.
- Proactive and solutions-focused.
- Confident working across systems and tasks.
- Strong commitment to customer service.

## **Desirable Criteria**

- Experience working in a charity or nonprofit organisation.
- CRM or database experience (e.g. Spektrix).
- Basic budgeting or Excel skills.
- Interest in arts and culture.

## **Additional Requirements**

- Willingness to attend and support events outside normal working hours.

# Individual Giving Officer Application Procedure

**Deadline for Applications:** 5pm, Friday 31<sup>st</sup> July 2026

**First Stage Interviews:** Thursday 3<sup>rd</sup> September 2026

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two independent written references, which are satisfactory to Theatre Royal Bath.
- 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.

## Application Procedure

Please submit an up-to-date CV (2 pages max, PDF format) and respond to the three questions below.

Please use no more than 400 words per question.

1. Although we are happy to hear from candidates who have not previously worked in the arts, the successful candidate will feel comfortable justifying the value of giving to the arts. Why do you think arts charities deserve people's hard-earned cash?
2. What experiences in your life or career do you think make you particularly suited to this role?
3. This role requires managing multiple tasks and maintaining accurate records. Can you describe a time when how you organise and prioritise your work have helped you successfully deliver?

Please email your CV and answers to your questions to: [recruitment@theatreroyal.org.uk](mailto:recruitment@theatreroyal.org.uk) quoting your name and **Individual Giving Officer – Job Application** in the subject line. We may ask you about your CV or your application responses in your interview. Please be prepared to speak about those documents and related experience.