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**Development Manager**

Thank you for your interest in the Development Manager post at Watford Palace Theatre.

Please find a job description and some background information enclosed.

**How to Apply:**

Please complete a Watford Palace Theatre application form and send it to:

Samantha Ford - Administrator - PA to the Executive Team

Watford Palace Theatre, 20 Clarendon Road, Watford, WD17 1JZ

**email: admin@watfordpalacetheatre.co.uk**

Deadline for applications is midday on Friday 12 February 2016

Fri 12-Feb Application Closes

Fri 19-Feb First round Interview

Thu 25-Feb Second round Interview

It is anticipated that interviews will be held on the following dates:

First Interviews: Friday 19 February 2016

Second Interviews: Thursday 25 February 2016

If you require further information or would like to discuss the post in more detail, please contact Dan Baxter, Communications Director at danb@watfordpalacetheatre.co.uk

We look forward to receiving your application and thank you for your interest in Watford Palace Theatre.

**Background information**

Watford Palace Theatre is a 21st Century producing theatre which works across the art forms of theatre, dance, outdoor arts and digital.

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| We have a range of Creative Associates including two resident companies, Rifco Arts and  Tiata Fahodzi. |

Watford Palace is a beautiful Edwardian 600-seat Theatre. It receives revenue funding from Arts Council England East and Watford Borough Council, with whom it has a successful working partnership including, Imagine Watford, a regular festival of outdoor Arts in the town centre. It produces high quality theatre productions and co-productions with an emphasis on new work and cultural diversity. Each season of work consists of a combination of in-house productions and co-productions, visiting productions and a range of one-off presentations to attract the widest possible audiences. Seasons also include a range of films and ‘live’ and ‘as live’ broadcasts from the Royal National Theatre, the Royal Opera House and the Barbican. The Theatre is at the heart of Watford’s community and offers a variety of participatory activities including Youth Theatre, a schools tour and workshops for young people and adults, as well as playing a leadership role in the cultural life of the town.

The Palace Theatre is easily commutable from London.  It is a short walk from Watford Junction station, with a regular fast train service to London Euston (average journey time 17 minutes) including after-show trains. There is also a local service which serves North West London including Queen’s Park, Kilburn and South Hampstead.



WATFORD PALACE THEATRE

**JOB DESCRIPTION**

# Post: Development Manager

**Reporting to: Executive Team**

**Line Manager : Communications Director**

**(The Executive Team consists of the Artistic Director/Chief Executive, The Executive Producer and the Communications Director.)**

## Main purpose and scope of the Post:

Watford Palace Theatre is seeking a full time Development Managerto grow income in order to help the theatre continue to make a significant impact within its community.  
  
Supported by the whole of the organisation including the Executive Team and Development Board the focus of the Development Manager’s work is to grow income by pro-actively securing funds across three key areas of Trusts and Foundations, Corporate Sponsorship and Individual Giving.

The Development Board is comprised of a group of influential supporters, who assist Watford Palace Theatre’s fundraising efforts and contribute to developing audiences, artists and communities through exciting opportunities to participate, locally, nationally and internationally.  The Board holds informal meetings at least 6 times a year and supports the Executive team and Development Manager in building and maintaining connections with individuals, businesses and trusts that may be interested in supporting Watford Palace Theatre’s activities.

This is an excellent opportunity for an enthusiastic individual who wants to increase their experience of Fundraising and Development through working within a welcoming and supportive organisation.

## Principal Responsibilities:

The post holder will:

**1. Trusts and Foundations**

* Working alongside the Communications Director, Executive Producer and Head of Participation to identify fundraising requirements and research and identify grant opportunities in a timely manner to meet these requirements. This includes gathering intelligence to keep the Communications Director and Executive team up to date of the work and objectives of key Trusts and Foundations and preparing written applications.

**2. Corporate Sponsorship**

* Working with the Communications Director and the Development board identify and build corporate relationships and sponsorship opportunities including compiling and maintaining up to date records of opportunities and track and follow-up approaches.

**3. Individual Giving**

* Identify and nurture potential individual giving donors and maintain up to date records to ensure ongoing engagement with, and support for, the Theatre. Support the Sales & Membership Team to help deliver additional income through customer donations when booking via Box Office (round up and online donations etc).

**4. Administration**

* Manage the Development budget, including raising invoice requests for payments due from corporate sponsors
* As required, write project reports and evaluations
* Ensure accurate and up to date records are kept at all times including grants/donations/sponsorships.
* Ensure that the post holder keeps up to date with HMRC regulations governing tax efficient charitable giving and Gift Aid. Have a basic knowledge of VAT issues and how they relate to philanthropic giving and sponsorship and an understanding of the Government’s Legacy 10 initiative to encourage legacy giving.

**5. General**

* Organise and manage individual giving cultivation events making arrangements with colleagues to ensure the smooth delivery of events
* Oversee the delivery of all benefits the Theatre undertakes to provide to donors, friends and corporate members with the support of colleagues across the organisation.
* Identify and represent the Theatre within appropriate networks as and when appropriate (e.g. Chamber of Commerce)
* Work closely with Theatre colleagues, enthusing and engaging them in fundraising and income-generating activities
* As required, attend diary meetings, communication team meetings, company meetings and cross-departmental initiatives
* Ensure that all Theatre policies are observed in every area of the team’s work
* Actively support and promote the Theatre’s commitment to diversity and equal opportunities in every area of the Theatre’s work
* Undertake other duties which are commensurate with fundraising at the Theatre as required by the Communications Director

*This job description is subject to review*

**PERSON SPECIFICATION**

*Essential*

* Exceptional communication skills, both written and spoken
* Working knowledge of charity fundraising
* Absolute attention to detail
* Ability to prioritise and work to strict deadlines
* Goal oriented
* A high standard of organisation and efficiency
* Experience of working with businesses
* Confident networking with a range of clients and potential funders
* Good teamworking skills
* Ability to engage and persuade people from all different backgrounds
* Ability to self-start
* A genuine enthusiasm for theatre
* Computer literacy

*Desirable*

* An up-to-date understanding of current issues and trends in fundraising
* Experience of applying to Trusts and Foundations
* A basic understanding of financial budgets and annual accounting.

**TERMS OF EMPLOYMENT**

**Salary:** £28,000

**Period of contract:** Permanent, including a six-month probationary period

**Hours:** 10am until 6pm Monday - Friday

Some evening and Saturday work will be required, an informal   
Time Off In Lieu system operates.

**Holiday:** 28 days per annum, 8 of which are on UK Public Holidays

**Notice Period:** 2 months

**Miscellaneous**

• **Tickets:** staff are entitled to complimentary tickets for many productions taking place at Watford Palace Theatre, including all Watford Palace Theatre produced shows.