

Lyric

DEVELOPMENT ASSISTANT



INTRODUCTION

The Lyric Hammersmith Theatre is one of the UK's leading producing theatres. For more than 125 years, The Lyric Hammersmith Theatre is one of the UK's leading producing theatres - creating world class theatre from the heart of Hammersmith, the theatre's home for 125 years.

Under the leadership of Artistic Director Rachel O'Riordan, the Lyric's programme of reimaged classics, contemporary plays and bold new works celebrates its unique Matcham theatre.

At the heart of the Lyric is a commitment to young people's creativity. The theatre has a national reputation for its ground breaking work to forge pathways into the arts for young talent from all backgrounds, helping to diversify our industry.

The theatre is West London's largest creative hub and home to an innovative partnership of arts organisations who work together to deliver life-changing creative opportunities for thousands of young West Londoners.

LYRIC GOVERNANCE, STAFFING AND FINANCES

The Lyric is a registered charity and a company limited by guarantee. We are overseen by a non-executive Board of Directors chaired by Lisa Burger. The Board delegate day-to-day management of the theatre to its Executive Team: Rachel O'Riordan (Artistic Director and Joint CEO). We have a talented and dedicated team of around 40 permanent staff, and employ numerous freelance artists, practitioners and casual staff, as well as operating a substantial apprenticeship scheme.

The Lyric aims to create a programme of work that is artistically adventurous and ambitious but also financially sensible and sustainable. We have an annual turnover of approximately £6m and our work is funded through four main sources: grant income from Arts Council England and the London Borough of Hammersmith & Fulham; box office income; fundraising income from trusts, businesses and individuals; and other earned income which includes commercial hires, catering and front of house sales.

For more information about the Lyric past, present & future: <https://lyric.co.uk/>

JOB DESCRIPTION FOR THE POST OF DEVELOPMENT ASSISTANT

RESPONSIBLE TO:	Development Director
SALARY:	£22,500 per annum
CONTRACT:	Permanent, Full-Time
HOURS:	The Lyric's normal office hours are 10am-6pm. The post-holder will be expected to fulfil the hours required to do the job, including some evening and weekend work, but is not expected to work more than an average of 48 hours per week across the year in line with the Working Time Regulations.

We welcome conversations around flexible working and job shares.

HOLIDAY:	28 days per annum inclusive of public holidays, with an additional day added for each year of service, up to a maximum of 33 days.
PENSION:	Up to 3% matched pension contribution after qualifying period
OTHER BENEFITS INCLUDE:	Season ticket loans, Cycle to Work Scheme, Staff Ticket Scheme including complimentary and discounted theatre tickets, and staff catering discounts
NOTICE PERIOD:	2 months
PROBATIONARY PERIOD:	6 months

DEPARTMENT INFORMATION

The Development team is led by the Development Director and comprises of:

- Development Director
- Development Manager (Trusts & Foundations)
- Development Assistant – this role

MAIN PURPOSE OF THE POSITION

The Development Assistant will support the Lyric's Development Team to deliver fundraising targets across all fundraising strands (individuals, trusts and foundations, public, corporate and events) with administrative, events coordination and research support. This role will particularly focus on maximizing income raised from individual and corporate funders.

This role will take responsibility for the delivery of all department events including for cultivation, stewardship and fundraising. The Development Assistant will manage the Lyric's membership schemes.

This role will play a significant role in supporting the organization, and delivery, of larger annual or bi-annual events.

The Development team have an annual revenue target to raise of £800,000.

As part of a small team, the Development Assistant will work with both the Development Director and Development Manager as well as across all departments of the organisation.

KEY RESPONSIBILITIES

Membership

- Work with the Development Director to manage the strategy, research, acquisition, engagement, retention, renewal and reporting of Love the Lyric and Corporate members.
- Be a point of contact with Love the Lyric, Corporate Members and other Supporters for booking tickets and other requests.
- Manage all communications with members about Lyric news, shows, events and their support including a regular newsletter.
- Ensure all donors and supporters are thanked appropriately.
- Ensure all records of donors are up to date and comply with data protection regulation.
- Manage relationships with in-kind corporate supporters including the Lyric's Hotel Partner, and Corporate sponsors and supporters.
- Organise prospect meetings and visits.
- Write and prepare correspondence and proposals and confidently pitch to prospective supporters where appropriate.

Events

- Work with the Development Director and other Lyric departments to plan, develop and delivery an Events Calendar including the annual quiz night – creating guestlists, administrating logistics, space use and catering, looking after guests and attending the events and post-event follow-up.
- Provide administrative support for the Lyric's super exciting biannual large fundraiser eg. 125th Birthday Celebrations with targets of over £100K.
- Ensure all events that are included as benefits of membership schemes such as Love the Lyric are delivered across the year in conjunction with artistic planning.
- Manage individual sponsored sporting events, including recruiting participants and ensuring they meet their individual fundraising targets.

Donations & Campaigns

- To administer and liaise with other departments regarding bucket collection donations at the annual pantomime and other relevant productions, and source corporate match funding where possible.
- Liaise with the Box Office and Marketing teams to maximise income from the Play Your Part online donation scheme, and research and contact prospective supporters who donate through this channel.
- Work on select fundraising campaigns for example, crowdfunders, Big Give Challenge or other opportunities across the year.

Finance & Administration

- Monitor the Development team's income and expenditure.
- Process donations, invoices, petty cash and credit card payments on a timely basis on Spektrix and internal spreadsheets including reporting for regular team meetings.
- Preparing the department's quarterly Gift Aid claims and submissions, including keeping up with any changes in Gift Aid policy.
- Represent the department at weekly scheduling meetings, confirming any events/meetings booked by the department.
- Take responsibility for the department's electronic filing.

Prospects Research

- Support the Development Team with research tasks to identify future prospects to cultivate to meet targets across all fundraising strands.

Database

- Take initiative in implementing processes on the Spektrix fundraising database.
- Record any updates, activities, and donations of existing supporters, trusts, and companies on the database.
- Log new donors, gifts and actions.

General

- Regularly attend Lyric shows to develop a sound knowledge of Lyric productions. This will include attendance at all press/first nights and other special events.
- Representing the Lyric at public events as agreed with the Development Director.
- To take an active role in your continuing professional development, identifying relevant training and professional development opportunities.
- To work at all times in accordance with the Lyric's Green Policy and Action Plan and to proactively develop and encourage environmentally sustainable practice, representing the Communications department at regular Green Team meetings.
- To adhere to the Lyric's Equality Policy, Diversity Action Plan and any other policies or plans the Lyric may introduce in the future.
- To act at all times in the best interests of the Lyric.
- To undertake any other duties as agreed with the Development Team as is appropriate to the post.

This job description is a guide to the nature of the work required of the Development Assistant. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as required.

PERSON SPECIFICATION

This position will suit a person who is organised, enthusiastic and likes working with people. You may or may not have worked in the arts. A combination of a passion for our work and transferrable skills will be of interest and we encourage people to apply who have especially works in sales, membership management or finance who would like to move into the arts.

Essential

- Excellent organisational skills
- Excellent communication, interpersonal and social skills
- Experience of financial processes and a good degree of numeracy
- Experience in administration and event planning
- IT literate, with a good working knowledge of Microsoft Office packages
- Good time management skills and the ability to work at speed and under pressure
- High attention to detail with accuracy and ability to proofread
- Creative approach with negotiation and problem solving skills
- Excellent team working skills with ability to act on own initiative
- Positivity, flexibility and enthusiasm with a desire to learn and develop
- A passion for fundraising
- Interest in and knowledge of theatre
- Interest in programmes for young people
- Willingness to work occasional evenings and weekends

Desirable:

- Experience of fundraising
- Experience of membership management
- Experience of using Spektrix, including the fundraising module
- Local knowledge of Hammersmith & Fulham

HOW TO APPLY

To apply for the post, please:

- Complete an **application form** in type or black ink. Use the Supporting Information section on the form to explain why you are interested in this role and how your experience and skills match the person specification.
- Return the **application form** and **equal opportunities monitoring form** by email to jobs@lyric.co.uk.
- Do not submit CVs, as these are not accepted.

The deadline for receipt of completed applications is **Monday 18 January 2021 at 10am**.

We look forward to receiving your application and thank you for your interest in the Lyric Hammersmith Theatre.

INTERVIEW PROCESS

It is intended that initial interviews will take place on **Thursday 21 January 2021** with second round interviews on **Monday 25 January 2021**.

GUIDANCE

Please read the person specification and job description carefully before starting your application and ensure that you meet all the essential criteria. Only relevant information will be considered when shortlisting applicants for interview. Your application will be kept on file for a maximum of 12 months and then destroyed.

EQUAL OPPORTUNITIES

The Lyric values and promotes diversity and is committed to equality and opportunity for all. We are working actively to be an anti-racist organization. All employees are required to comply with and actively promote our Equality policy, and no job applicant or employee will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religious belief, gender, sexual orientation, class or socio-economic background, trade union activity or political activity or opinion.

We may use positive action, in cases where candidates are equally qualified, to increase the employment of under-represented groups at the Lyric.

The Lyric Hammersmith Theatre is proud to be a Disability Confident Committed Employer and an Official Partner of Parents in Performing Arts (PiPA).



ACCESS

If you would like to submit your application form in another format we would be happy to accommodate this. Please contact the Administration department on 020 8741 6822 or jobs@lyric.co.uk to discuss a suitable alternative.

The Lyric Hammersmith has made a commitment that all applicants with disabilities who meet the essential criteria for this job will be invited to interview. Please complete the Application Statement to help us with this. Please also state on the form if you have any access requirements for interview, or contact the Administration team to discuss.

APPOINTMENTS

In line with the Lyric's Safeguarding Policy, any appointment will be made subject to a satisfactory enhanced Disclosure and Barring Service (DBS) disclosure. Disclosure information will be treated in the strictest confidence and shall only be seen by those who need to see it as part of the recruitment process. Only relevant information will be taken into account. The Lyric will not discriminate unfairly against any convictions or other information revealed.

All appointments are made subject to satisfactory references and proof of eligibility to work in the UK.