

# Lyric

## DEVELOPMENT ASSISTANT



Rhys Taylor as Fairy Fredbare in *Cinderella*. By Jude Christian. Directed by Tinuke Craig. Photo by Helen Maybanks.



Tripti Tripuranani as Mrs Lahiri. Anjana Vasan as Niru in *A Doll's House*. By Tanika Gupta. Directed by Rachel O'Riordan. Photo by Helen Maybanks.



Fode Simbo as Snow. Polly Frame as Kris Kelvin in *Solaris*. By David Greig. Directed by Matthew Luton. Photo by Mihaela Bodlovic.

**We are the Lyric Hammersmith Theatre. We produce bold and relevant world-class theatre.**

**We are committed to being vital to, and representative of, our local community and to being a major force in London and UK theatre. We develop and nurture the next generation of talent, and provide opportunities for young people from all backgrounds to discover the power of creativity.**

**Right in the heart of Hammersmith, your beautiful theatre is here for everyone.**

## 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](mailto:jobs@lyric.co.uk).
- Do not submit CVs, as these are not accepted.

The deadline for receipt of completed applications is **10am on Monday 18 October 2021**. Interviews will take place on **w/c 18 October 2021**.

If you would like to submit your application form in another format or require this information pack in a different font or format, we would be happy to accommodate this. Please contact the Administration & HR Team on 020 8741 6822 option 2 or [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk) to discuss a suitable alternative.

## JOB DESCRIPTION FOR THE POST OF DEVELOPMENT ASSISTANT

<b>RESPONSIBLE TO:</b>	Director of Development
<b>CONTRACT:</b>	Full-time, permanent role
<b>SALARY:</b>	£22,630 per annum
<b>HOURS:</b>	<p>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.</p> <p>We welcome conversations around flexible working and job shares.</p>
<b>HOLIDAY:</b>	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
<b>PENSION:</b>	3% pension contribution after qualifying period
<b>NOTICE PERIOD:</b>	2 months
<b>PROBATIONARY PERIOD:</b>	6 months
<b>OTHER BENEFITS INCLUDE:</b>	Season ticket loans, Cycle to Work Scheme, Employee Assistance Programme, Staff Ticket Scheme including complimentary and discounted theatre tickets, and staff catering discounts

### THE DEVELOPMENT TEAM

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

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

### MAIN PURPOSE OF 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 Gala 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 Duties**

- Regularly attend Lyric Hammersmith Theatre shows and other events, including press nights and development events
- Attending internal and external meetings as required
- To adhere to the Lyric's Equality Policy, Diversity Action Plan and any other policies or plans the Lyric may introduce in the future, and to play an active and positive role in our anti-racism work
- To work at all times in accordance with the Lyric's Green Policy and ambition to be net-carbon zero by 2030 and to proactively develop and encourage environmentally sustainable practice
- To take an active role in your continuing professional development, identifying relevant training and professional development opportunities
- To act always in the best interests of the Lyric Hammersmith Theatre
- To undertake any other duties as agreed with the Director of Development as is appropriate to the post

This job description is a guide to the nature of the work required of this role. It is not wholly comprehensive or restrictive and may be reviewed as required.

## **PERSON SPECIFICATION**

### **Essential**

- Excellent organisational skills
- Excellent communication, interpersonal and social skills
- Experience of financial processes and a good degree of numeracy
- An enthusiasm for event planning and administration
- Good time management skills and the ability to work at speed and under pressure
- High attention to detail with accuracy and ability to proofread
- 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 learning more about fundraising

- Interest in and knowledge of theatre and programmes for young people
- Willingness to work occasional evenings and weekends for Fundraising events

**Desirable:**

- Experience of fundraising
- Experience of membership management
- Experience of using a Box Office systems, including the fundraising module
- Local knowledge of Hammersmith & Fulham

## EQUALITY & DIVERSITY

The Lyric values and promotes diversity and is committed to equality and opportunity for all. We are working actively to be an anti-racist organisation. Everyone who works with us is required to comply with and actively promote our Equality Policy, and no job applicant or member of our workforce will receive less favourable treatment on the grounds of age, disability, gender, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religious belief, sexual orientation, class or socio- economic background, trade union activity or political activity or opinion. The Lyric Hammersmith Theatre has made a commitment that all applicants with disabilities who meet the essential criteria for this job will be invited to interview. 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).



## APPOINTMENTS

All appointments are made subject to satisfactory references, proof of eligibility to work in the UK and are subject to an enhanced or standard Disclosure and Barring Service (DBS) disclosure.

## LYRIC CONTACT DETAILS

If you have any questions about this role or your application, you can contact the Lyric's Administration & HR Team on 020 8741 6822 option 2 or [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk). We look forward to receiving your application.



Photo by Helen Murray



Photo by David Tett



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