



## DEVELOPMENT OFFICER (Events & Campaigns )



School Girls; Or the African Mean Girls Play  
Photo by Manuel Harlan



Accidental Death of An Anarchist  
Photo by Helen Murray



Iphigenia in Splott  
Photo by Jennifer McCord

We are the Lyric Hammersmith Theatre. We are the civic and creative heart of West London. We believe that everyone deserves to experience the life changing impact of theatre.

In our big, beautiful theatre, we tell stories that matter and work with exceptional talent to make ambitious, entertaining, inspiring shows for our audience in West London and beyond.

We remove barriers to engagement and ensure young people have the opportunity to discover the power of their creativity, shaping the future of British theatre.

We are inclusive, forward looking and unafraid of change – we are proud of our history and ambitious for our future. A local theatre with a national impact.

### LYRIC VALUES

#### **Work with integrity and respect**

We support each other with kindness, openness and integrity. Together we celebrate our achievements and work collaboratively through our challenges.

#### **Every day we learn and grow**

We continue to ask questions, seek answers and share our learning with each other for the benefit of the Lyric.

#### **Be ambitious and action-focused**

We believe in excellence; we have a can do attitude, go the extra mile and ensure our ideas become actions.

#### **Serve our West London community**

We are here for the people of West London, every decision we make and action we take should benefit our community.

## 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** by email to [jobs@lyric.co.uk](mailto:jobs@lyric.co.uk) and complete an **online equal opportunities monitoring form**: <https://lyric.co.uk/equal-opportunities-form/>
- Do not submit CVs, as these are not accepted.

The deadline for receipt of completed applications is **10:00am on Monday 15<sup>th</sup> April 2024**  
Interviews will take place w/c 22<sup>nd</sup> April 2024

If you would like to submit your application 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.

### DESCRIPTION FOR THE POST OF DEVELOPMENT OFFICER (EVENTS & CAMPAIGNS)

<b>Responsible to:</b>	Director of Development
<b>Contract:</b>	Full-time, permanent role
<b>Salary:</b>	£27,300 per annum
<b>Hours/Days:</b>	<p>The majority of the post-holder's hours are expected to be worked between 9am and 7pm Monday to Friday. Due to the nature of the Lyric's work the post-holder may be required to do some evening and weekend work to fulfil the requirements of the role.</p> <p>The Lyric has a <a href="#">House Agreement</a> that details our approach to working hours for all staff.</p>
<b>House Agreement Type:</b>	Office Agreement
<b>Holiday:</b>	30 days per annum including Bank Holidays with an additional day added for each year of service up to a maximum of 35 days
<b>Notice period:</b>	Two months
<b>Probationary period:</b>	Six months
<b>Pension:</b>	3% pension contribution after qualifying period
<b>Other benefits include:</b>	Season ticket loan, Cycle to Work Scheme, Employee Assistance Programme, Work from Home Policy, Staff

Ticket Scheme including complimentary and discounted theatre tickets, and staff catering discounts

## **DEPARTMENT INFORMATION**

The Development team consists of:

- Director of Development
- Head of Trusts and Foundation
- Development Officer (Memberships)
- Development Officer (Events & Campaigns) – this role

## **MAIN PURPOSE OF POSITION**

The Development Officer (Events and Campaigns) will support the Lyric's Development Team to deliver fundraising targets across all fundraising strands (individuals, trusts and foundations, public, corporate and events) with a focus on specific campaigns and events coordination.

The Development team have an annual revenue target to raise of £800,000. As part of a small team, this role will work with both the Development Team as well as across all departments of the organisation. Together with the Development Officer (Memberships) this role will support the Development Director and Head of Trusts and Foundation to ensure effective, engaged, and consistent cultivation, recruitment and stewardship of the individuals, corporates and trusts and foundations who support the mission of the Lyric Hammersmith Theatre.

Events – responsibility for the delivery of the fundraising events calendar (eg comedy nights, quiz nights, talks, parties), stewardship events for trust, corporates and individuals (eg. Spotlight Nights, take over events) as well as cultivation events in and around the artistic programme.

Campaigns – Lyric Hammersmith is celebrating its 130th anniversary in 2025 and this role will be responsible for the delivery of the campaign to maximize fundraising around this milestone. This will include events, Name a Seat campaign, naming, digital campaign and fundraisers such as auctions. As well as the anniversary campaign, the Development Officer will be assigned other campaigns to support our Young Lyric work.

## **PRINCIPAL DUTIES**

### **Events**

- Work with the Development Team and other Lyric departments to plan, develop and deliver an Events Calendar
- Responsible for event logistics to ensure their smooth running from guestlists and invitations, space use and catering, setting up, looking after guests, attending the events and post-event follow-up.
- Develop and deliver high profile events for prospective major donors and corporates
- Deliver regular tours

- Manage individual sponsored sporting events, including recruiting participants and ensuring they meet their individual fundraising targets.

### **Campaigns**

- Generate opportunities to maximize the opportunity of 130<sup>th</sup> for fundraising across all fundraising strands
- Work with the Development Director and wider team to develop and deliver a Lyric 130 fundraising strategy
- Lead on crowdfunding campaigns including the Big Give
- Working with the Development Team to enhance on-going Young Lyric campaigns
- Develop digital fundraising to support fundraising campaigns
- Deliver communication about campaigns throughout the organization and, working with the wider team, externally
- Process, record and monitor campaign donations
- Report on campaigns' progress to wider team and Board

### **Donations**

- To administer and liaise with other departments regarding bucket collection donations 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

## **GENERAL DUTIES**

- Regularly attend Lyric Hammersmith Theatre shows and projects including press nights, Young Lyric and development events.
- Attending internal and external meetings as required.
- To adhere to the Lyric's Equality, Diversity and Inclusion Policy, Anti-Racism Strategy, Health & Safety Policy and any other policies or plans the Lyric may introduce in the future.
- Work at all times in accordance with the Lyric's Environmental Sustainability and Action Plan and 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 Criteria**

- Experience of event planning and administration
- Excellent organisational skills
- Excellent communication, interpersonal and social skills
- Experience of financial processes and a good degree of numeracy

- Good time management skills and the ability to work at speed and under pressure
- High attention to detail
- Good initiative
- Excellent team working skills
- 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 evenings and weekends for Fundraising events

#### **Desirable Criteria**

- Experience of fundraising
- Digital skills and expertise
- 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, Diversity and Inclusion 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 supports parents and carers working in theatre.

### **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, 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.