



**Royal Court Theatre**  
Sloane Square, London, SW1W 9AS  
Admin 020 7565 5050  
royalcourttheatre.com  
info@royalcourttheatre.com

The Jerwood Theatres at the Royal Court Theatre  
The English Stage Company Limited at the Royal Court Theatre  
Registered in England & Wales company number 539332  
Registered charity number 231242 VAT number 238 9311 47

*The Royal Court is the writers' theatre. It is the leading force in World theatre for vigorously cultivating writers – undiscovered, new and established. Through the writers we are at the forefront of creating restless, alert, provocative theatre about now. We seek stories from everywhere and create theatre for everyone and we see our audience as one of our chief collaborators.*

## **DEVELOPMENT OFFICER**

**Responsible to: Deputy Development Director**

The Royal Court is the home of the English Stage Company Limited (ESC) and is the UK's leading theatre dedicated to new writing.

Up to 16 plays a year are staged between two theatre spaces (the Jerwood Theatre Downstairs and the Jerwood Theatre Upstairs) at the Royal Court's home on Sloane Square. Over 100,000 people visit the Royal Court every year and over 100,000 more see our work elsewhere, including transfers to the West End and New York, National and International touring, online projects and London residencies in Tottenham and Pimlico.

A significant amount of play development activity takes place year-round. This work aims to find and nurture the most talented new writers and develop the highest quality plays, for which the Royal Court is internationally renowned. There is an ongoing programme of writers' attachments, readings, workshops and playwriting groups.

The Royal Court Theatre also has two commercial subsidiaries, Royal Court Theatre Productions Ltd (RCTP), which facilitates the transfer of Royal Court productions to the West End and ESC Catering Limited set up to run the catering operation at the theatre. The English Stage Company (no. 231242) is a publicly funded registered charity

The ESC is an equal opportunities employer. We aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, civil status, class, colour, disability, ethnic or national origins, gender identity, marital status, nationality, race, religious belief or sexual orientation. Applications from Deaf and disabled people are welcome.

## **MAIN PURPOSE:**

The Development Officer plays a vital role in enabling the Development team to reach a target of £1.5m per year in support of the work of the Royal Court. They are responsible for devising and managing the department's events schedule across all areas of giving (Individual, Corporate and Trusts & Foundations), play a crucial role in supporting the team across all communications and take a lead in vital department processes including Spektrix database management and financial recording and reporting.

## **RESPONSIBILITIES:**

### **EVENTS**

- Create and execute a programme of events to complement the theatre's artistic programme to steward supporters and engage prospects working closely with each member of the Development team



- Be the central point of contact within the Development Team for all Development events including planning and managing the events rota and calendar and communicating plans effectively with Box Office, Production, Producing, Bar & Kitchen and Front of House
- Be responsible for cross referencing and inputting information into building-wide events calendars, room booking and day-by-day diaries and ensuring calendars are up to date
- Liaising with colleagues across the theatre to ensure Development events have a strong and varied contingent of artistic and staff hosts and securing speakers for events
- With input from other team members, assist on creating and delivering artistic content for events including writing and disseminating briefing and speech notes to artistic hosts
- Have monthly meetings with the Assistant to the Artistic Director and Executive Producer to manage diary engagements and event attendance
- Assist with the delivery of largescale fundraising events and galas as programmed
- Book spaces for events
- Monitor ticket holds and releases
- Work with relevant Development team members to curate guest lists and take lead on sending invitations and managing RSVPs
- Allocate tickets, collect and distribute playtexts, create and set up event areas and signage, prepare briefing notes on attendees and circulate to hosts
- Design and write event invitations, including arranging print
- Liaise with the Bar and Kitchen to deliver internal events, organise catering and booking areas for supporters for pre-show drinks or dining
- Attend Development events as required

#### **TRUSTS & FOUNDATIONS**

- Act as the main point of contact for all ticket bookings from trust contacts
- Collate information from other departments (Participation, Literary etc) on key projects and prepare basic reports for low and mid-level grants for the Head of Trusts
- Work with the Head of Trusts to research potential new trusts to approach

#### **COMMUNICATIONS**

- Work with relevant Development team members to curate exciting content for newsletters to ensure Royal Court supporters are updated on the work of the Court in a dynamic and creative way
- Work with the Development Manager to support creation of content for Individual Giving newsletter
- Work with the Corporate Development Manager to create content for Corporate newsletter
- Work with Development Manager to ensure all Development signage around the building and in Royal Court print is up to date and relevant
- Lead on maintaining and updating the Development pages on the Royal Court website
- Lead on maintaining and updating crediting for supporters in all Royal Court print and in the building, liaising with relevant Development team colleagues for most up to date supporter lists

#### **FINANCE**

- Lead on all recording/coding for department expenditure and giving regular updates to the Development Director



- Quarterly reconciliation of departmental expenditure
- Liaising with the Finance Department in arranging the payment, coding and dispatch of invoices, petty cash claims, expense claims and floats
- Collate cheques received and deliver these to the Finance Department with information regarding coding and income restriction
- Ensure automated ticket royalties report is sent from Spektrix to the Finance Department
- Record all trust income that is received and prepare acknowledgment letters for Head of Trusts

#### **DATABASE MANAGEMENT**

- In collaboration with the Development Manager and Corporate Development Manager maintain the department's Spektrix database and lead on best practice protocols for data entry and upkeep.
- Liaise with Sales and Box Office to ensure accurate and effective communication and efficient management of ticket bookings and donor records on Spektrix
- Work with the Development Director and other team members to manage reporting from Spektrix ensuring necessary reports are built to team's specification and timely reports are generated in line with team's needs and reporting schedule

#### **TEAM SUPPORT**

- Carry out research tasks for all members of the department as required, including assisting with research profiles and solicitation plans for current and prospective funders as needed
- Lead on the efficient running of the Development Office including suggesting potential improvements to systems as well as delivering general team administration
- Liaise with IT support company regarding any departmental IT issues as they arise, and oversee resolution of any problems
- Attend and minute Development Council meetings and prepare any relevant information required and support the Development Director with necessary follow-up
- Action all stationery requests and maintain department stores
- Book internal and external meetings including transport where required

#### **GENERAL**

- Attend Development Council meetings
- Maintain an excellent knowledge of the Royal Court's artistic programme through reading all plays, seeing productions and, where possible, observing participation projects
- Build and maintain networks with development colleagues in the arts sector
- Play an active part in development, promotion and implementation of company policies: access, sustainability, health and safety and equality and diversity
- Attend company and departmental meetings as required

This job description is a guide to the nature of the work required by the Development Officer and the post holder may be required to undertake other duties appropriate to the nature of the post as agreed with the Senior Management Team



## TERMS & CONDITIONS:

Title of post: Development Officer  
Hours: Standard 40 hours, with regular evening and occasional weekend work.  
Contract: Permanent  
Salary: £24,000 pa.  
Holiday: 20 days pa.

### Pension:

The English Stage Company operates a defined contribution pension scheme. All eligible staff members will be automatically enrolled after three months' service and contributions will be made at the current rates as set by the Pensions Regulator, which is 8% of qualifying earnings (3% employer/5% employee). For more details, please visit: <https://www.gov.uk/workplace-pensions/joining-a-workplace-pension>

All permanent members of staff who have completed their probation period are entitled to join the English Stage Company's salary sacrifice pension scheme, where contributions will be matched up to a maximum of 5% of gross salary provided that the minimum total contribution under auto-enrolment rules is met.

### Other Benefits:

- Complimentary tickets for preview performances, subject to availability and the Royal Court's staff ticket policy.
- Interest free season ticket loan, cycle to work scheme, free life assurance, subsidised exercise classes, childcare voucher scheme
- Discount on meals and drinks in the Royal Courts bar and Kitchen.
- Discount on all purchases in the theatre's Bookshop, subject to discount policy.

### Application Procedures:

Please note that only applications submitted on the Royal Court's standard Application Form can be considered, CVs are not accepted. Application Forms can be downloaded from:

<https://royalcourttheatre.com/about/jobs/>

Once the Application and Equal Opportunities Forms are completed please return, by the closing date below, to:

Email: [recruitment@royalcourttheatre.com](mailto:recruitment@royalcourttheatre.com)

By post: Recruitment, English Stage Company, Royal Court Theatre, Sloane Square, London SW1 8AS

**Closing date for applications: 10am Wednesday 27 November 2019**

**Interviews to be held: w/c 2 December 2019**