

JOB PROFILE

VACANCY SUMMARY

In March 2017 Studio Wayne McGregor moves into a new state of the art new building housed in Here East in Queen Elizabeth Olympic Park. This is an exciting time to join a small team in a thriving creative environment. The Development Officer – Individuals and Events will be responsible for looking after and growing a group of individual donors, initially built up over the course of the successful capital campaign. They will also manage the growing programme of donor, stakeholder and cultivation events taking place both within Studio Wayne McGregor itself and externally with partner organizations.

The successful candidate will have experience in fundraising through individual giving, and be an excellent and confident communicator. They will also have some experience of managing events, be highly organized, and an effective problem-solver.

The position of Development Officer sits within the Development and Communications team, which also includes the Director of Development and Communications, Development Officer – Trusts and Foundations, and Communications Officer. As such, the post holder will have the opportunity to work on broad-ranging and varied projects which cross all aspects of the organization, in fundraising, communications and events.

As the organisation is going through a period of change and development, all new posts will be offered for an initial fixed period of 12 months to ensure that the needs of the building are being covered, with roles and responsibilities frequently reviewed during this time. However it is expected that this role will continue after this point on a permanent basis.

Job Title:	Development Officer – Individuals and Events
Responsible to:	Director of Development & Communications
Conditions of Employment:	Salary £22,000 - £24,000 per annum depending on experience This is a fixed term post for 12 months initially.
Probationary period:	This is a full time post with a probationary period of 3 months during which time the notice period required by either party is 1 week. The probationary period may be extended for up to a further 2 months. Upon successful completion of the probationary period, the notice period becomes 8 weeks.
Hours:	A normal working week is 40 hours. The expectation is that in each working day employees take a lunch break of up to an hour. The usual hours for this post will be 10am to 6pm Monday to Friday, however some evening and weekend work will be required, for which time off in lieu will be offered.
Holiday:	20 days paid annual leave plus public and bank holidays.
Based at:	Studio Wayne McGregor, Here East, Queen Elizabeth Olympic Park

- To apply: Please send CV (including 2 referees) and cover letter outlining how your skills and experience match the person specification with a completed Equal Opportunities Monitoring form by email to: recruitment@waynemcgregor.com
- Closing date: Monday 20 March 2017 at 12noon
Shortlisted applicants will be notified on Tuesday 21 March 2017
- Interviews: Thursday 23 March 2017

THE ORGANISATION

Studio Wayne McGregor is the creative engine for choreographer and director Wayne McGregor, and the home of his life-long choreographic enquiry into thinking through and with the body. It describes the dynamic team of individuals and resources that supports his vision, and comprises dance artists, writers, composers, film-makers, visual artists, scientists, designers, architects, stage technicians, software engineers, administrators and producers who form his collaborative network.

Studio Wayne McGregor fuels the breadth of McGregor's creative work including the development and touring of signature works on his ensemble of world-class dancers, Company Wayne McGregor (Resident Company at Sadler's Wells); a portfolio of international commissions and artistic collaborations across genres including dance, visual arts, film, theatre and opera; a highly specialized programme of creative learning for individuals and communities; artist development initiatives; and collaborative research projects across the interface of the arts with science, technology and academic research.

McGregor is also Resident Choreographer at The Royal Ballet, where his productions are acclaimed for their daring reconfiguring of classical language. McGregor is regularly commissioned by and has works in ballet companies around the world including Paris Opera Ballet, New York City Ballet, Bolshoi Ballet, Royal Danish Ballet and San Francisco Ballet, and choreographs for theatre, film, fashion, music videos and TV. He has an Honorary Doctor of Science from Plymouth University and an Honorary Doctor of Letters from his alma mater, University of Leeds. He is Professor of Choreography at Trinity Laban Conservatoire of Music and Dance and a member of the King's College London Circle of Cultural Fellows. In 2011 he was awarded a CBE for Services to Dance.

In 2017 Studio Wayne McGregor will open an inspiring new arts space at Here East in Queen Elizabeth Park. Part of a new technological and creative community re-imagining the cultural landscape of east London, it will comprise three extraordinary studio spaces, hosting all of McGregor's creative work and collaborations alongside artist development and creative learning programmes based on the trading of space, time and skills.

JOB DESCRIPTION

Main Objectives

- To deliver Studio Wayne McGregor's individual giving strategy and manage Studio Wayne McGregor events, with a particular focus on fundraising, donor and cultivation opportunities.
- To provide support to the Director of Development and Communications, Artistic Director and Executive Director.

Responsible to: Director of Development and Communications.

Key working relationships: Artistic Director, Executive Director, Communications Officer, Development Officer – Trusts & Foundations, Finance & Operations Director, Producer.

KEY RESPONSIBILITIES

Individuals

- Manage relationships with Studio Wayne McGregor donors, in conjunction with the Director of Development and Communications, Executive Director and Artistic Director, including stewardship and tracking, monitoring communication, ensuring correct recognition and crediting, and identifying appropriate opportunities to engage and target asks.
- Be the first point of contact for donors, representing the organisation appropriately and communicating in a positive, informed and approachable way.
- Arrange contact and meetings for the Artistic Director with current and prospective donors.
- Identify and obtain new donors, conducting effective prospect research and initiating approaches.
- Contribute to the planning of individual giving campaigns with the Director of Development and Communications.
- Liaise with the Finance & Operations Director on donations and Gift Aid claims, ensuring donations are processed promptly, receipts and thank you letters are sent out quickly and appropriately, and Gift Aid Declarations are recorded and up to date.

Events

- Organise and manage Studio Wayne McGregor donor and cultivation events, including coordinating invitations and guest lists, liaising with external suppliers, organising catering and staffing, managing personnel, and writing briefing documents for Studio Wayne McGregor staff and board.
- Coordinate invitations and tickets for donors, prospects and stakeholders to attend Studio Wayne McGregor performances.
- Project manage some external events with partner organisations, such as talks and bespoke appearances by Wayne McGregor, taking advantage of possibilities to use them as cultivation opportunities.
- Arrange meetings and engagement opportunities between the Artistic Director and prospective stakeholder and project partners.
- Assist in the management and delivery of other events and special projects as required.
- Attend other events for the purpose of stewarding prospects and donors, and building relationships with stakeholders.

Data management and Communications

- Update and administer the Development databases and tracking documents, ensuring accuracy of information and keeping them thorough and up to date.
- Record all gifts and pledges, and produce reports as required by the Director of Development and Communications.
- Ensure that all copy and crediting concerning donors is accurate and on appropriate print and digital material, with the Communications Officer and Development Officer – Trusts and Foundations.
- Maintain the organisation's communications on Gift Aid and tax effective giving, ensuring it is up to date with the latest regulations.
- Work with the Communications Officer and Development Officer – Trusts and Foundations to plan and produce copy for company updates and cultivation communications.
- Contribute to the updating of the website, ensuring it is up to date, effectively communicates the organisation's vision, and encourages donations.

Administration and other duties

- Assist with corporate partnerships as required, including supporting relationship communications, organising corporate events, and creating proposal materials and reporting documents.
- Support the maintenance and development of the Studio Wayne McGregor archive, with the Development Officer - Trusts & Foundations, Communications Officer and Studio and Finance Assistant.
- Deal with departmental enquiries on the phone and by email.
- Represent Studio Wayne McGregor at stakeholder events, initiating and building relationships with other organisations.
- Carry out any other duties that may reasonably be required by the Director of Development and Communications.

Studio Wayne McGregor anticipates that all team members:

- Act as an ambassador for Studio Wayne McGregor by sharing the enthusiasm and passion it represents.
- Take a professional pride in how they and Studio Wayne McGregor present themselves.
- Be warm, welcoming and approachable.
- Look for ways to improve and actively feed back constructive ideas.
- Support colleagues at all times and be prepared to take on any other reasonable duty, as required to ensure the studio always performs at its best.
- Pre-empt what staff, visiting artists and renters need and provide an informed and tailored level of information and support, always aiming to exceed expectations.
- Look to find a solution to a problem and focus on the best outcome for studio staff and visitors.
- Uphold and champion Studio Wayne McGregor's Equal Opportunities, Access and Diversity, Data Protection and Environmental Sustainability policies.

PERSON SPECIFICATION

The Development Officer – Individuals and Events will look after Studio Wayne McGregor’s Individual Giving programme, delivering a high level of service to all current and prospective donors. They will plan, manage and run events within Studio Wayne McGregor itself and also externally, with a focus on donor relationships and cultivation.

Essential

- Exceptionally personable and a highly confident communicator.
- Tactful and diplomatic, with high regard for discretion and confidentiality with sensitive information.
- Strong attention to detail, with good written communication skills and well presented work.
- Excellent interpersonal skills and the ability to maintain good relationships with a wide range of people.
- Efficient and organized with excellent planning skills, the ability to deal with multiple tasks at once, and act on own initiative.
- Experience of working in fundraising, particularly individual giving.
- Experience of looking after donor and/or stakeholder relationships.
- Experience of planning, organizing or managing events.
- Good research skills.

Desirable:

- Knowledge of the arts and/or technology sector.
- Experience of CRM databases and managing data.
- Knowledge of the arts/charity funding landscape including experience of fundraising from other sources such as corporate sponsorship, Arts Council England, trusts & foundations and local authorities.
- A good networker.

REVIEW ARRANGEMENTS

Studio Wayne McGregor is entering a period of exciting change. This will have an impact on the job information for all positions within the organization, and as such this job description cannot be all encompassing. Elements of the post may change, though the general character of the job and level of duties and responsibilities will remain. This information will be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

Studio Wayne McGregor is an equal opportunities employer



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