

STUDIO WAYNE MCGREGOR

Studio Wayne McGregor is the creative engine for choreographer and director Wayne McGregor CBE, 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 support his vision, and comprises dance artists, writers, composers, filmmakers, visual artists, scientists, designers, architects, stage technicians, software engineers, administrators and producers who form his collaborative network.

Our inspiring arts space, based at Here East in the Queen Elizabeth Park, is part of a new technological and creative community re-imagining the cultural landscape of east London. It comprises of three extraordinary studio spaces and hosts all of McGregor's creative work and collaborations, as well as artist development and creative learning programmes.

The people that comprise Studio Wayne McGregor are creative, curious and ambitious, with collaboration, inclusion, diversity, sharing and generosity at our centre. We aspire to be a place where diverse and talented people want to come and do their best work, and we strive to build an inclusive culture that celebrates the individual voices of our team and reflects the communities we work with.

DEVELOPMENT COORDINATOR

Studio Wayne McGregor is looking for an enthusiastic Development Coordinator to join our small dynamic team as we enter an exciting period of new strategic development. The successful candidate will work with the Head of Development and across the team to support Studio Wayne McGregor's partnerships, individual giving, and public appeals.

As Development Coordinator, you will focus on the delivery of our donor and partnership engagement programme to maximise fundraising income. You will provide support on all aspects of our private philanthropy and partnerships to ensure that processes are followed correctly, and all administration is efficient, accurate and delivered to deadline. You will also support drafting project proposals and reporting to funders.

This is an exciting opportunity to work for Studio Wayne McGregor as we enter a period of rapid change and innovation and approach the 30th anniversary of Wayne McGregor's artistic practice. You will enjoy and thrive working in a fast-paced environment and are happy to pitch in and be part of a fantastic team. To be successful, you will be well organised, demonstrate a genuine enjoyment of meeting people, and you will have an interest in digital innovation and contemporary arts. We look forward to receiving applications from all, and particularly those from under-represented groups as we embark on the next chapter of Studio Wayne McGregor's history.

THE OPPORTUNITY

As Studio Wayne McGregor's Development Coordinator, you will work with colleagues across the team to support partnership engagement, stewardship of current donors and developing new prospects. You will work closely with the Head of Development on prospect research and proposal development for potential new donors and support new partnerships as we look to extend our reach across creative industries, universities, design, and innovation. You will also work on supporting events as part of Studio Wayne McGregor's public programming, fundraising campaigns and appeals.

We are offering this position as a one-year contract at four days per week, but if the role is viable after one year, Studio Wayne

McGregor is fully committed to extending the position to a permanent contract.

Our ideal candidate will have experience in a similar role, must have exceptional standards of supporter care, interpersonal skills, and strong attention to detail, along with the ability to be proactive, spot new opportunities and innovate. This role is ideal for someone with experience of charity fundraising looking for the next challenge in major donor and partnership fundraising or someone from the commercial sector looking to use transferable skills in the charity sector. Some knowledge of arts, digital and creative sectors would be helpful to this role.

TERMS

Hours: 10am – 6pm each day. The position is offered part-time at 4 days a week. We are open to other proposals, and flexible working hours will be considered. Studio Wayne McGregor operates a Time Off in Lieu policy.

Based at: Primarily at Studio Wayne McGregor, Here East, Queen Elizabeth Olympic Park, with remote working.

Salary: £28,000 pro rata 4 days per week, 1-year part-time contract with a view to extension. Holiday entitlement is 28 days per year pro rata, including bank holidays.

Benefits: 2 tickets to London premieres of Company Wayne McGregor works, access to events hosted by Here East, Festive Day (an additional day off during the festive period), staff networking, staff social events, pension contributions.

HOW TO APPLY

Applications: Please complete [THIS APPLICATION FORM](#) followed by an anonymous equal opportunities form, by the closing date.

Video / Audio Applications:

We want you to complete your application in a way that is comfortable for you. We will accept video and audio files that answer the questions listed in the application form. Please ensure your video or audio file is no longer than 5 minutes. You can send this to ... by the closing date.

You can send video and audio applications and your Equal Opportunities Form to the email address below by the closing date.

4cb06782.waynemcgregor.com@uk.teams.ms

Closing Date: Monday 27th June 10am, 2022.

Interviews: Zoom interviews will be held on 30th June and 1st July.

Start date: ASAP

JOB DESCRIPTION

Job Title: Development Coordinator

Responsible to: Head of Development

KEY ROLES AND RESPONSIBILITIES:

- Providing prospect research, and supporting cultivation and stewardship of new and existing donors.
- Administration of donation renewal processes (renewal approaches and chases, introductory meetings, thank you letters, invoices, tracking) with the aim of ensuring a high donor retention rate and new donor acquisition.
- Maintaining and refining Studio Wayne McGregor's database records of actual and potential donors, to ensure all gifts and approaches are accurately logged.

- Coordinate cultivation events and stewardship plans for current supporters and new prospects, including managing RSVPs, guests lists, creating itineraries, arranging catering, booking transport, welcoming donors and drafting follow up emails.
- Coordinate and manage budgets and invoicing.
- Any other activities relevant to the role that are necessary for the smooth operation of the Development team and its strategic objectives.
- Take an active role in improving Studio Wayne McGregor on behalf of the staff who work there and the audience it serves.

PERSON SPECIFICATION

Essential

- At least 1 year experience of working in a fundraising, development, or account management role.
- Excellent interpersonal skills and the ability to establish good working relationships with internal and external stakeholders.
- Experience of charity fundraising and knowledge of UK individual giving, patrons and / or membership schemes.
- Experience of stakeholder management.
- Excellent written, verbal communication and presentation skills.
- Ability to work effectively as a member of a small team, and with a collaborative approach to achieving organisational goals.
- Highly responsible with the ability to work with absolute discretion, tact and confidentiality.
- Excellent IT and database management skills.
- An entrepreneurial and flexible approach, with a positive attitude to change.
- Enthusiasm for dance, digital innovation and the arts.
- Interest in the work of Studio Wayne McGregor.

Desirable

- Experience of the Adobe suite, particularly Adobe InDesign.
- Event management experience (virtual and in person).