

## Development Officer (part-time)

**Hours:** 18 hours per week, flexible around core office hours Monday-Friday.

**Contract:** It is a permanent position but negotiable as to whether payroll or freelance.

**Salary:** £12.50/hour.

**Responsible to:** The Artistic Director.

**Location:** At Box Clever HQ, currently at the Vox Studios, Vauxhall, London SE11 5JH.

**Deadline for applications:** 12.00pm, Friday February 7<sup>th</sup>, 2020.

**Interviews:** Wednesday 12<sup>th</sup> February in London, from 3.30pm.

**Second interviews:** To take place in the week of 24<sup>th</sup> February.

**Start Date:** Ideally Monday 2<sup>nd</sup> March 2020 but there is flexibility.

**Box Clever, an award-winning company dedicated to the creation of contemporary theatre for young people, is looking for an enthusiastic and creative individual to join our small management team to assist in making fundraising bids. We are looking for a part-time Development Officer who enjoys working as part of a team and is willing to learn on the job. The role will involve fundraising from trusts, foundations, local authorities and individuals, and attending company events.**

**This appointment will provide an invaluable opportunity to develop a career in the arts fundraising sector.**

### About Box Clever

*'There are few companies around who offer such quality work for schools'*  
**Arts Council England**

Box Clever is an award-winning, writer-led theatre company dedicated to the creation of contemporary theatre for young people. For over twenty years, Box Clever has reached thousands of young people across the UK and beyond with artistic productions and workshops that are imaginative, exciting, inspiring and which engage our young audiences fully.

Our mission is to bring exciting theatre to young people – the audiences of the future - and to involve them in plays, both as audience members, participants and co-creators. We aim to bring vividly to life, through theatre, their world and issues that are completely relevant to them, whether it's safety on the roads, relationships, bullying or subjects related to their education.

In 2018-2019, we performed to 56,526 young people and accompanying adults in 213 schools and 7 venues, giving 281 performances and 193 workshops.

Box Clever is a registered company with charitable status, and a member of the Independent Theatre Council. The core staff of the company comprises the Artistic Director & Writer in Residence; Production Manager; Finance Manager; Head of Intelligence; Administrator and Tour Booker. The role of the Development Officer will lead on fundraising campaigns and submitting applications will be supported both by core team as well as by expert support from members of the Board of Trustees of the Company.

## Duties and Responsibilities

Our expectation for the post holder is to embrace and be excited by the company's vision and output. Thereafter, with mentoring and guidance from the Artistic Director and the Board, to take the lead in submission of bids to trusts, foundations, Arts Council, corporations and individuals.

It is expected that within 2 months of joining the company, the first application for funding will have been submitted together with a clear plan of action for further activity in place. Within 6 months of joining, applications worth a total of £20k to have been submitted. By the end of your first year, with the company, it is expected that we would have been successful in raising a minimum of £20k.

### Specific duties and responsibilities are as follows:

- To apply to trusts, foundations and other grant-giving bodies for funding applications in line with the company's priorities.
- To keep an accurate record of all current and upcoming applications and to manage the stewardship of successful bids.
- To manage the company's responsibilities in project evaluation and in reporting back to funders.
- To Research new sources of funds for forthcoming projects as agreed with the Fundraiser & Artistic Director
- To regularly liaise with the Artistic Director and staff team to keep them informed about funding opportunities
- To manage and develop strong relationships with funders to maximise their long-term support.
- To maintain the acquisition and renewal of the Clever Friend and the Very Clever Friends schemes; to ensure the benefits for Clever and Very Clever Friends are delivered within the lifespan of the membership; to respond to queries from new and existing Clever and Very Clever Friends.
- To comply with all company policies, including Health & Safety and Equal Opportunities.
- To undertake any other duties as required by the role.

## Skills and experience

### Essential

- Excellent verbal and written communication skills
- Excellent IT skills, particularly Microsoft Word and Excel packages
- Excellent organisational skills with the ability to multi-task and prioritise.
- Excellent attention to detail.
- Enthusiasm to learn more about arts fundraising and the management of a busy theatre company
- Experience of working collaboratively, with colleagues in other roles, as well as the ability to work without supervision.
- Creative and proactive approach to problem-solving and relationship building.

- The successful candidate must have permission to work in the UK.

**Desirable:**

- Basic understanding and/or experience of arts fundraising.
- GCSE grades A-C in Maths and English.
- An ambition to work in the Arts
- Experience of working in an office environment.
- Familiarity with social media and an understanding of its importance in supporting applications and relationships with funders.

To apply please send your CV and a covering letter (no longer than one side of A4), detailing your suitability to meet the requirements of the Job Description. Please email your application to [HR@boxclevertheatre.com](mailto:HR@boxclevertheatre.com).

If you wish further clarification about the job description you are welcome to email any queries to the above email address.

Box Clever is an equal opportunities employer who champion a diverse workforce and welcomes applications from everyone.

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