

WELCOME!

Thank you so much for your interest in joining our extraordinary team, supporting the best new voices in the country. We are looking for someone who is passionate about theatre, in particular new writing, building relationships, and helping to build Theatre503's development department.

It is an exciting time to be joining us at Theatre503. Over the last few years we have transformed our business and programming model, eliminated hire fees, introduced an online global writer's programme, established a new investment strand, grown the team, launched extraordinary new writers and the artists who bring their words to life, and secured a new building which is a key part of 503 becoming sustainable.

A diverse audience begins with who is telling the stories. We are committed to ensuring new voices can be heard. This must also be reflected within Theatre503's own team and we are actively committed to widening access to the industry for individuals from underrepresented groups.

If you would like an informal chat about the role before applying, please contact roles@theatre503.com and we will be in touch to arrange a call back.

We look forward to hearing from you!



Lisa Spirling & Emily Carewe
Artistic Director / CEO & Executive Director

ABOUT THEATRE503

"Theatre503 plays an enormously significant role supporting early career writers in this country. Their ability to identify and nurture diverse new voices at the very start of their careers is unparalleled and provides a crucial pipeline of incredible artists into the industry" – **Roy Williams OBE, Playwright and 503 Board Member**

Theatre503 is the national launchpad for early career playwrights and the artists who bring their words to life, opening pathways to the creative industries to a diverse talent pool, championing diversity in the decision making and leadership of our programmes and artistic output. We have staged over 1,800 new plays since 2004, making us one of the most crucial supporters of debut playwrights in the country in our 64-seat venue in Wandsworth, South London. Every year we: produce or co-produce 6 to 8 full-length productions over a 3-week run seen by 15,000 audience (including online streaming); read upwards of 2,000 un-produced full-length scripts; mentor 140+ writers through bespoke dramaturgical support and our 503Five writers-in-residence scheme; provide community workshops, writing masterclasses, and dramaturgy support to 400+ participants in person and online.

In 2023 alone we received 1466 International Playwriting Award submissions; read 1000+ unsolicited and Rapid Write Response scripts; received 380 503Five submissions; mentored over 140 writers, premiered 16 full length plays; received 12 awards nominations; and received 1 commendation for services to new writing.

DEVELOPMENT COORDINATOR: ROLE DESCRIPTION

The Development Coordinator will support the Executive Director to fulfil our growing fundraising targets, diversify our philanthropic income streams for revenue and cultivate and steward relationships with new and existing supporters.

Due to the nature of this role and being a working theatre, the role will sometimes require evening and weekend work. Where possible we are open to discussions about weeks where more flexibility is required.

ROLE SPECIFICS

JOB TITLE:	Development Coordinator
REPORTING TO:	Executive Director
HOURS:	0.6 contract (3 days per week, where possible including Tuesdays)
PAY RATE:	£27,000 pro-rata (£16,200)
TERMS:	One year fixed term contract, with potential to extend
LEAVE:	28 days pro rata (inclusive of bank holidays)
NOTICE PERIOD:	3 months (1 month during probation)

DEVELOPMENT

- Administer Theatre503's individual giving programme, including 503Friends and Patrons schemes
- Support the Executive Director in the creation, delivery and management of any fundraising campaigns, new and lapsed membership drives, and donation appeals as necessary
- Be the first point of contact for Development, responding and redirecting enquiries as necessary, including proactively and expertly upselling memberships and donations
- Support the Executive Director with fundraising applications to Trusts, Foundations and Statutory organisations, including Arts Council England
- Cultivate new relationships with supporters and stakeholders
- Maintain up-to-date records for supporters, prospects and events in the Development database
- Regularly undertake donor research and share findings with the Executive Team
- Maintain current supporter care, including managing guest lists for Supporter Nights and ticket requests liaising with Box Office as required
- Oversee collation of data required for Gift Aid claims, and support the General Manager with making regular claims as required
- Collaborate with the Marketing Officer to create Supporter Newsletters

STRATEGY

- Work with the Executive Director and freelance fundraiser (Capital) to develop a rigorous development annual plan

OTHER RESPONSIBILITIES

- Play an active role in the realisation of Theatre503's overall vision including, where time allows reading scripts, attending shows on Theatre503's behalf, team and strategic meetings and evening events including Patrons Nights and Press Nights

WORKING AT THEATRE503

The Development Coordinator is a hybrid role where at least 1 day per week (preferably Tuesday which is our full-team day) will be spent in the office and all other hours can be flexible. You may be required to work during evenings and weekends and we offer a TOIL policy for all additional shifts worked.

To make you aware, Theatre503 operates from the middle floor of a Victorian building that we do not own. We are having ongoing conversations with our landlords about how we might be able to make our venue more accessible but currently there is no lift access to our office and theatre. There is also a plan to move our administrative offices to an accessible building by the middle of 2026. To access our space presently:

- The Theatre503 office/foyer is via a flight of stairs (22 steps)

- Our theatre is via a further flight of stairs (11 steps) or 4 additional steps, if accessing via the backstage corridor entrance. There is also a step down into the front row
- WCs are located in our first floor foyer (2 additional steps to access)
- There are currently no disabled access toilets on site or lift access
- Please also note that Theatre503 is housed above a pub; The Latchmere.

As far as possible, we will do everything we can to address specific access issues a candidate may have on receipt of a job offer, to help them best do their work.

PERSON SPECIFICATION:

This is a new role at Theatre503 and would suit someone with some experience of fundraising who is looking to build their skillset in strategy and support the growth of a development department.

ESSENTIAL

- Excellent customer service skills and client relationship management experience
- Experience working as a proactive team member
- Strong administration, planning and prioritising skills
- Experience building and maintaining databases for client management
- High level of professionalism with experience working with sensitive data
- Excellent written and verbal communication skills
- The ability to develop and maintain good working relationships with team members and external stakeholders

DESIRABLE

- Experience of writing fundraising applications to Trusts, Foundations and the Arts Council
- Experience cultivating and maintaining relationships with individual donors
- Experience within an Development team
- Interest in supporting the growth of Theatre503's development department
- Knowledge of the theatre sector and some knowledge or/relationships with emerging artists
- A commitment to improving inclusivity in the theatre sector
- A passion for theatre and in particular new writing

HOW TO APPLY

Please send an outline (no more than 1 A4 page) of why you think this role is right for you, how your experience reflects the specification of the role and how you would hope we can support you to develop during your time with us. As a learning theatre, we also expect there to be gaps in knowledge and experience which we would hope to support you to develop during your time with us.

We'd like you to apply for this role in a way that feels most comfortable for you. Your application can be in the form of a PDF letter/email or video (.mov, .mp4) or audio submission (.wav, mp3).

Please can you also include your CV along with our Equality Monitoring Form and send to roles@theatre503.com.

The deadline for applications for the role is **Wednesday 21st February**. Interviews will take place Wednesday 28th and Thursday 29th February, with the role ideally starting as soon as possible.