

REGENT'S PARK  
**OPEN**  
**AIR** THEATRE

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# HEAD OF PARTNERSHIPS & PHILANTHROPY

RECRUITMENT PACK

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**APPLY BY:**  
**10AM, THURSDAY 6 APRIL 2023**

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# About Us

**Established in 1932, the multi-award-winning Regent's Park Open Air Theatre is one of the largest theatres in London (at a capacity of 1,256). Passionate about producing first class theatre for and in our unique setting which inspires, challenges and entertains, the scale and ambition of our outdoor productions makes us unique in the capital's cultural landscape. Every year we welcome over 140,000 people to our 20-week summer season.**

Over the last twelve years, our productions have won seven Olivier Awards, seven WhatsOnStage Awards, and four Evening Standard Awards. We were named London Theatre of the Year in 2017 by The Stage, and received the Highly Commended Award for London Theatre of the Year in 2021. Our productions have toured the UK, and have transferred to both the West End and the United States. Our 2016 revival of *Jesus Christ Superstar* recently started its second tour of North America and will be touring the UK from September 2023.

As a registered charity that receives no regular public subsidy, over 90% of our income is currently generated from ticket sales. Nevertheless, we have maintained our lowest ticket price of £25 for nine years, our BREEZE scheme enables those aged 18-25 to buy tickets for £10, and we regularly work with local charities. Each year, on average, we subsidise tickets for 6,000 school pupils. In the past year, the number of Annual Members has increased by 31% and our Patron Scheme by 10%.

Our in-house bars and restaurants champion exemplary customer service and offer a selection of dining choices, including our waiter-served Covered Dining (recently certified as a Sustainably Run Restaurant), afternoon tea, and more casual options such as picnics, The Grill and The Pizza Oven.

Regent's Park Open Air Theatre has become one of the most independently sustainable and financially successful producing theatres in the country, and we embark on the next stage of our vision with ever-increasing artistic ambition and entrepreneurial spirit.



**“ONE OF THE GREAT UNDERSUNG THEATRICAL SUCCESS STORIES, PACKED WITH AWARDS, AS WELL AS MOUNTING CRITICAL AND AUDIENCE ACCLAIM.”**

Evening Standard

# Head of Partnerships & Philanthropy

**We are looking for a committed, innovative and experienced fundraiser to fulfil the role of Head of Partnerships & Philanthropy, responsible for developing and driving the strategic delivery of Regent's Park Open Air Theatre's fundraising output and ambition across corporate partnerships, individual giving, memberships, and trusts and foundations. This is a key Head of Department role in the theatre's permanent staff team.**

## **The role involves:**

- Achieving annual contributed income targets (as set with the Executive Director; currently in the region of £500k), leading on the development and delivery of short and medium-term strategic plans and campaigns to reach, and where possible exceed, such targets.
- Working alongside the Executive Director to shape longer-term (3 years +) fundraising strategies for the theatre, developing a compelling case for support.
- Ensuring a strategic and innovative approach to the cultivation, development and relationship management of both new and existing partnerships across corporates, individuals, trusts and foundations, and any other partnership opportunities that align with the organisation's values.
- Leading on major donor giving across all sectors of fundraised income.
- Leading on the delivery of fundraising applications, pitches and proposals alongside the subsequent administrative delivery of contracting, budgeting, evaluation and monitoring.
- Designing and delivering an effective annual programme of both partnership events for existing supporters alongside cultivation and stewardship events for new prospects.
- Acting as a key contact for all partnership and philanthropy relationships, ensuring that benefits, events, and other reasonable requests are delivered to the highest possible standard, collaborating as necessary with colleagues across the organisation in order to achieve this.
- Working closely with the Director of Communications & Audiences and Marketing Manager to develop high-quality marketing assets, literature and campaigns to attract new donors and sponsors as well as heighten the profile of the theatre's fundraising activity.
- Playing a key role in the planning and delivery of season-related events such as press nights, Trustee receptions, and stakeholder entertaining, including the development of partnerships to sponsor and/or supply product for such activity.
- Working closely with the Executive Director and Director of Communications & Audiences on corporate opportunities and brand alignment with individuals and other organisations.
- Effectively managing all departmental budgets and finances in line with the organisation's financial systems and procedures.
- Maintaining and safeguarding all documentation, records, filing systems and databases as required to ensure compliance with internal policies, data protection, financial and other regulations including Gift Aid and VAT.

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**SINCE HE TOOK OVER THE OPEN AIR THEATRE, TIMOTHY SHEADER HAS REVIVIFIED REGENT'S PARK WITH UNEXPECTED SCHEDULING AND SMART PRODUCTIONS**”

The Observer

# Head of Partnerships & Philanthropy

## The role involves (continued):

- Facilitating and promoting good working relationships with both permanent and seasonal colleagues across the organisation, alongside external consultants and advisors.
- Ensuring that the organisation maintains currency with fundraising and philanthropy trends, issues and best practice, attending seminars and conferences as required.
- Working with colleagues to consistently improve the experience of our fundraising and philanthropic partners online, on the phone, and onsite.
- As a Head of Department, contributing to the implementation and evolution of the organisation's strategic priorities as set out in our 2022-27 Strategy.
- Any other duties as reasonably requested by the Executive or Artistic Directors.



# Person Specification

We are looking for a motivated and highly organised team player to join our small group of permanent staff; someone who has the ability and desire to balance long-term strategic planning with hands-on delivery on a day-to-day basis.

## Essential:

- Demonstrable fundraising experience, preferably in an independent, commercial and/or subsidised theatre setting, or the arts and cultural sector at large.
- A proven track record of creating and delivering innovative fundraising campaigns and strategies that meet if not exceed agreed targets.
- Demonstrable experience of successfully cultivating, nurturing and managing partner relationships across corporates, individuals, members and/or trusts and foundations.
- Experience of developing and delivering cultivation and fundraising events.
- Experience of raising and stewarding gifts of £10k and above.
- Excellent organisational skills, with an intrinsic eye for detail and the ability to work effectively under pressure and meet deadlines.
- Advanced skills in both written and oral communication and presentation.
- The ability to inspire, motivate and persuade; to proactively develop successful relationships built on collaboration and trust.
- Strong and confident negotiator who is goals-

orientated and targets-driven.

- Experience of managing budgets.
- Good computer literacy skills, including Microsoft Office.
- Strong working knowledge of fundraising best practice.
- Understanding and commitment to equity, diversity and inclusion.
- A passion for Regent's Park Open Air Theatre and the work we produce.

## Desirable:

- Experience of working in a producing theatre at scale.
- Experience of working with fundraising databases and CRM systems (such as Spektrix).
- Line management experience.
- Experience and working knowledge of HMRC regulations.



“REGENT'S PARK OPEN AIRS FAST BECOMING THE NEW POWERHOUSE FOR EYE-OPENING MUSICAL REVIVALS”

Broadway World

# Terms & Conditions

<b>Job Title:</b>	Head of Partnerships & Philanthropy
<b>Responsible to:</b>	Executive Director
<b>Responsible for:</b>	Partnerships & Philanthropy Manager
<b>Working closely with:</b>	All Senior Managers and Heads of Departments Partnerships Assistant (part-time) Seasonal production staff, creatives and performing companies
<b>Contract:</b>	Full-time, permanent
<b>Basic Working Hours:</b>	40 hours per week. Office hours are Monday – Friday, 10am – 6pm. Occasional weekend and evening work will be required.
<b>Work Base:</b>	Regent's Park Open Air Theatre, Inner Circle, Regent's Park, London, NW1 4NU. Remote working possible at times out of season, subject to agreement with Line Manager.
<b>Salary:</b>	£45,000 - £50,000 per annum, paid monthly by PAYE.
<b>Benefits:</b>	Contributory pension scheme. Two complimentary tickets for each of the summer season's lead productions. Staff discount at the theatre's bars and catering outlets. Training and development opportunities. Private Health Care after 1 year's continuous service.
<b>Annual Leave:</b>	22 days per annum plus Bank Holidays and discretionary days in December to cover any potential festive shutdown period.
<b>Notice Period:</b>	3 months (2 months during Probationary Period)
<b>Probationary Period:</b>	6 months



“ARTISTIC DIRECTOR TIMOTHY SHEADER HAS TAKEN ON THE IDEA OF AN OPEN AIR THEATRE AND RUN WILD WITH ITS POTENTIAL”

Sunday Times

# How to Apply

To apply for this role, please download and complete the Personal Details Form, Application Form, and Equal Opportunities Form from our website ([openairtheatre.com/jobs](https://openairtheatre.com/jobs)), and return to [jobs@openairtheatre.com](mailto:jobs@openairtheatre.com) by no later than **10am on Thursday 6 April 2023**.

First Round interviews are currently scheduled to take place on **Thursday 13 & Friday 14 April 2023**. We will notify you either way if you have been selected for interview or not.

Second Round interviews are currently scheduled to take place on **Tuesday 18 April 2023**.

Feedback will be provided to all first round interviewed applicants on receipt of a written request no later than 1 week after the date of interview. We regret that due to the volume of applications expected feedback cannot be provided to applicants who aren't invited to interview.

**Should you have access requirements or need any reasonable adjustments to be made in order to apply for this role and/or attend an interview, please e-mail [jobs@openairtheatre.com](mailto:jobs@openairtheatre.com).**

Regent's Park Open Air Theatre is an equal opportunities employer and our recruitment process is open to all, regardless of disability, ethnicity, sexuality, gender identity, religion, caring responsibilities, and/or socio-economic background. Our ambition is to achieve greater diversity so that our organisation better reflects the city and country in which we live. We are keen to hear from people who are currently under-represented at Regent's Park Open Air Theatre and more widely in the theatre industry, particularly those of the global majority and those who are disabled.



“REGENT'S PARK OPEN AIR THEATRE IS A MAGICAL SANCTUARY FROM THE HUSTLE AND BUSTLE OF THE CAPITAL”


Times



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