



REGENT'S PARK
OPEN AIR
THEATRE

Recruitment Pack

MEMBERS & PATRONS OFFICER



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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 1,304). Passionate about producing popular, enriching and unexpected theatre that provides a lens into the here and now, the scale and ambition of our productions together with our magical outdoor setting makes us unique in the capital's cultural landscape. In 2024 we welcomed over 180,000 people to our 27-week summer season.

Over the last fifteen years, our productions have won seven Olivier Awards, ten 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* has just finished tours of both the UK and North America, and has recently commenced a tour of Australia. Our 2024 revival of *Fiddler on the Roof* will transfer to London's Barbican Theatre this summer, followed by a UK and Ireland tour.

As a registered charity that receives no regular public subsidy, we rely entirely on earned income and charitable contributions. Nevertheless, we introduced 33,000 tickets at £15 across the whole of 2024's summer season and we regularly work with local charities. Each year, on average, we subsidise tickets for 6,000 school pupils.

Food and drink plays a significant role in the Open Air Theatre experience, with our in-house bars and restaurants including Covered Dining (recently certified as a Sustainably Run Restaurant), The Grill and The Pizza Oven. We also have our own picnic lawn and the West End's longest bar!

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



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

The Times



REGENT'S PARK OPEN AIR THEATRE IS FAST BECOMING THE NEW POWERHOUSE FOR EYE-OPENING MUSICAL REVIVALS.

Broadway World

JOB ROLE

KEY RESPONSIBILITIES

We are looking for an enthusiastic Members & Patrons Officer to support the development and delivery of Regent's Park Open Air Theatre's growing fundraising activity. This is an exciting opportunity to join the team at a key moment in the theatre's history, as we embark on a new artistic chapter with Artistic Director Drew McOnie.

Supported by our Senior Partnerships & Philanthropy Manager, you will help plan and administer campaigns across our different areas of fundraising (Individuals, Corporates and Trust & Foundations). With a focus on fostering strong relationships with new and existing supporters, this new role will deliver the cultivation, stewardship and administration of our annual membership and recently refreshed patron scheme, Inner Circle.

- Supporting the Senior Partnerships & Philanthropy Manager to achieve annual contributed income targets, and the delivery of campaigns to reach, and where possible exceed, such targets.
- Acting as a key contact for all Partnership and Philanthropy relationships, including both new and existing partnerships across Corporates, Individuals, and Trusts and Foundations.
- Organising the delivery of membership benefits for Corporate and Individual Members, and leading on regular communications to steward and maintain relationships with existing members and patrons throughout the year.



- Assisting with the planning and delivery of Partnerships events throughout the year (such as member and patron events, corporate client evenings and cultivation evenings).
- Working alongside the Senior Partnerships & Philanthropy Manager to research and identify fundraising opportunities across all fundraising sectors (Individual Giving, Corporate and Trust & Foundations).
- Actively supporting the Senior Partnerships & Philanthropy Manager and Executive Director to generate new donor relationships, including research, prospecting and cultivation of potential supporters.
- Answering Partnerships enquiries from colleagues, partners, stakeholders and the public, ensuring excellent customer service.
- Working closely with the Marketing Team to create high-quality marketing assets, literature and campaigns (in digital and print media) to attract new donors and sponsors as well as heighten the profile of the theatre's fundraising activity.
- Maintaining and updating records on our database systems (Spektrix and Artifax) and reporting on data as required.
- Processing and recording financial payments in line with the organisation's financial systems and procedures.
- Comply with internal policies, data protection, financial and other regulations including Gift Aid and VAT.
- Create and maintain good working relationships with both permanent and seasonal colleagues across the organisation, alongside external consultants and advisors. Actively encouraging a culture of fundraising and increasing the understanding of fundraising activity across the organisation.
- Representing the Theatre in a professional and personable manner and actively co-creating an organisational culture that is inclusive, responsible and safe.
- Performing office administration duties, and supporting and assisting others in the wider team as and when required (including Stage Door).
- Keep up to date on fundraising and philanthropy trends, issues and best practice, attending training, seminars and conferences as required.
- Any other duties as reasonably requested by the Senior Partnerships & Philanthropy Manager or the Executive Director.



PERSON SPECIFICATION

With an enthusiastic and proactive attitude, the ideal candidate will have strong communication skills and a strategic approach to helping this small, ambitious team reach our fundraising targets. You will have a proven experience of building relationships and engaging with a wide variety of people, excellent organisation and time management and the ability to work across multiple projects simultaneously.

If you are a dedicated, innovative and effective team player, interested in developing a career in theatre/arts fundraising, we'd love to hear from you.

Essential

- Confident communicator with excellent verbal, written and presentational skills.
- Strong relationship-building skills, with the demonstrable ability to build rapport quickly with a wide range of people, including partners, supporters, audiences, colleagues and external stakeholders.
- Effective planning and administration skills, with a keen eye for detail.
- Well organised with the ability to work on multiple projects concurrently and to plan and prioritise workload.
- Proactive and enthusiastic with a desire to learn.
- Ability to work supportively and collaboratively within a team, as well independently using own initiative.
- Organised, calm and tactful approach, with discretion and ability to maintain confidentiality.
- Good computer literacy skills, including Microsoft Office.



- Experience of financial processes and a good degree of numeracy.
- Understanding and commitment to equity, diversity and inclusion.
- Willingness and ability to work flexible hours including some weekends and evenings.

Non-Essential

- Experience in fundraising, account management, or administering a membership scheme (particularly in an arts/theatre organisation).
- Experience with Customer Relationship Management systems (CRM), ideally Spektrix.
- A passion for Regent's Park Open Air Theatre and the work we produce.
- Good working knowledge of fundraising best practice.

If there are some skills in the Essential criteria that you do not currently have but feel you could learn and develop for this role, please still apply and note this in your application.



**AS DARKNESS ENCROACHES,
THERE IS NO MORE GLORIOUS
PLACE TO GET ONE'S FILL OF
CULTURE.**

The i

TERMS & CONDITIONS

Job Title:

Members & Patrons Officer

Responsible to:

Senior Partnerships & Philanthropy Manager

Working closely with:

Partnerships & Events Assistant and our Marketing and Bars and Dining Teams

Contract:

Full-time, permanent.

Basic Working Hours:

40 hours per week. Office hours are Monday – Friday, 10am – 6pm.

Occasional weekend and evening work will be required.

Work Base:

Regent's Park Open Air Theatre, Stage Door, Open Air Theatre, London, NW1 4NU.

Remote working possible at times out of season, subject to agreement with Line Manager.

Salary:

Between £27,500 - £30,000 per annum, paid monthly by PAYE.

Benefits:

Contributory pension scheme.

Two complimentary tickets for each of the summer season's lead productions.

Staff discount at the theatre's bar and catering outlets.

Training and development opportunities.

Private health care after 1 year's continuous service.

Annual Leave:

22 days per annum plus Bank Holidays and discretionary days in December to cover any potential festive shutdown period.

Notice Period:

2 months (1 month during Probationary Period)

Probationary Period:

6 months



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

Evening Standard



HOW TO APPLY

To apply for this role:

Please download and complete the Personal Details Form and Application Form from our website (openairtheatre.com/jobs), and return to jobs@openairtheatre.com by no later than **10am on Thursday 27th March**.

Should you prefer to answer the questions in the Application Form by submitting a video of yourself (lasting no more than 10 minutes) or a voice note (lasting no more than 10 minutes) instead of a written form, then please do.

First Round interviews are currently scheduled to take place **week commencing 31st March**. We will notify you either way if you have been selected for interview or not.

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.

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 socioeconomic background. Our aim is to achieve greater diversity so that our organisation better reflects the city and country in which we live and serve, and to foster an organisational culture that is inclusive, respectful and safe.

We welcome and encourage applications from people of all backgrounds, perspectives, identities and lived experiences, and in particular those of the global majority and those who are disabled.

Please click the following link to complete the survey which will help us to effectively monitor our Equity, Diversity & Inclusion work by identifying barriers to working or engaging with Regent's Park Open Air Theatre:

<https://www.surveymonkey.com/r/T83HXNK>