

**MARLOWE
THEATRE**

marlowe theatre

RECRUITMENT PACK

**DIRECTOR OF DEVELOPMENT
(MATERNITY COVER)**



WELCOME FROM OUR CHIEF EXECUTIVE

Thank you for your interest in applying for the maternity cover role for our Director of Development.

It's an exciting opportunity for someone with drive and ambition to join the Strategic Management team at The Marlowe as we ramp up our producing capability, expand the scale and range of the work we present on our stages and develop our role as a training organisation, both in-house and across our region.

Our audiences are strong and loyal. We welcomed 370,000 people through the doors in 2023/24, with 90% saying they would definitely recommend the Marlowe Theatre to friends and family in a recent audience survey.

Our commitment to equity, diversity and inclusion informs everything we do and an in-house, cross-organisational EDI Working Group looks at all aspects of our work through this lens.

We have worked with Julie's Bicycle to become a Creative Green organisation and our cross-department Team Green Working Group provides on-going challenge to the organisation. Our ambition is to be carbon neutral and we actively participate in developing the industry's Green Book.

In order for our spaces to match our ambitions we

have two major capital projects in development – the Marlowe Kit, a jewel of a medieval building within the city walls which we want to develop into a Creative Learning Centre and visitor destination and a 'Phase 2' development of our main theatre building, 12 years after it was originally built, to add rehearsal rooms, and improve back-of-house facilities.

Both projects speak to the city and region's regeneration and economic growth agendas, and since becoming an independent charitable trust in late 2018, we have become closely involved in initiatives to make Canterbury and Kent a great place to live, work and study, including in the city's successful Levelling Up bid, and through board membership of Creative Kent and Canterbury BID.

On a national level, we are a member of the Touring Partnership, Dance Consortium and the Children's Theatre Partnership.

The following pages will give you more insight into the organisation and the role. If you have any questions prior to making an application, please do not hesitate to contact our Executive Director, Kate Mackonochie at kate.mackonochie@marlowetheatre.com.

Deborah Shaw
Chief Executive



THE MARLOWE THEATRE

ABOUT US

The Marlowe Theatre, Canterbury is one of the UK's most successful large-scale regional theatres (UK Theatre of the Year in the Stage Awards 2022). Our mission is to be the engine house for the performing arts in Kent, shaping the spirit of our region.

We bring West End musicals, national companies, a symphony orchestra season and high-profile tours to Kent audiences, in a year-round programme of theatre, dance, opera, music and comedy in our 1,200-seat Main House. Next year we begin producing large-scale plays made in Kent and touring nationally. Our 150-seat Studio is dedicated to the development of new ideas, with a mix of R&D with resident and visiting companies, sharings and presented shows, plus a home-produced family show at Christmas.

Our ground-breaking work with young people focuses on skills development and includes co-delivery of a UAL Level 3 Performing Arts course with East Kent Colleges Group; being the national home of Matthew Bourne's New Adventures',

KEY STATS 2023/24

375,000 people attended a show

£14.6m annual turnover

£44.3m economic impact to our region



Cygnets School and the RSC's Associate Theatre in the south east. We recently launched our Writers' Room, developing regional talent and supporting our producing aspirations. As the largest performing arts employer in the region, we are committed to developing the workforce of the future, providing apprenticeships and work experience opportunities for over 100 young people every year across all areas of theatre-making.

In 2023/24 we worked with

4000+ young people

22 local schools

We are also fast outgrowing our spaces and developing major capital projects as a result, including turning the 800-year-old Poor Priests' Hospital within the city walls into a Creative Learning Centre and free heritage destination, with support from Levelling Up and the National Lottery Heritage Fund. We are also looking towards the long-term development of our theatre building, increasing our technical and producing capacity.

Our investment in our loyalty strategy has ensured that we have consistently strong and engaged audiences for our varied programme. We've also received recognition from our industry, winning a Stage Award for our innovative approach to supporting the theatre sector and a Workforce Award from UK Theatre for our investment in our People Plan, ensuring our high calibre team are rewarded and supported.

We are a Creative Green organisation and are committed to taking action on climate change and environmental sustainability.

“The Marlowe Theatre took the Theatre of the Year title for its extraordinary engagement projects with artists and audiences.” - The Stage



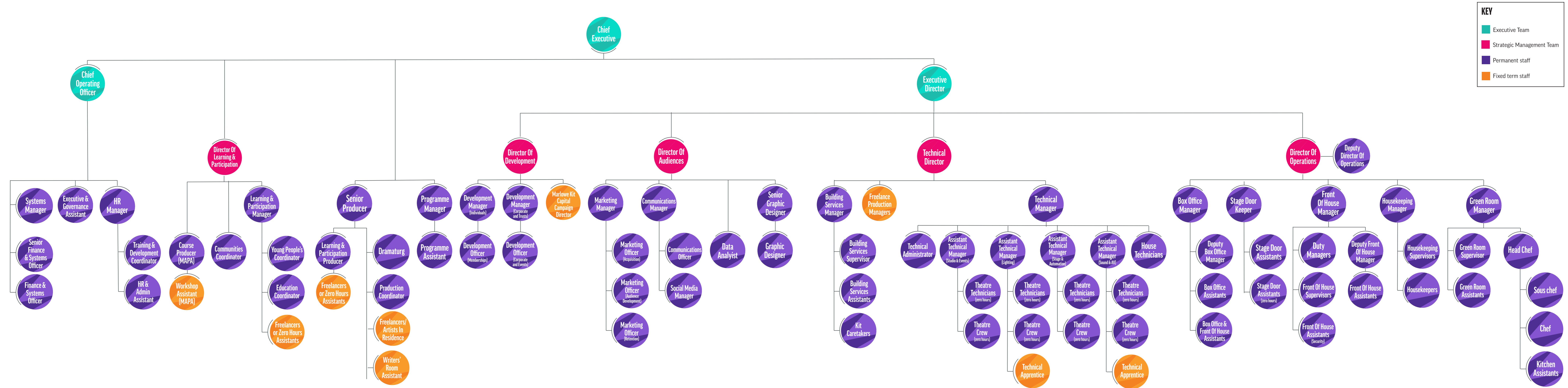
THEATRE OF THE YEAR
2022



BEST THEATRE IN KENT
2024



MARLOWE THEATRE TEAM STRUCTURE



ABOUT THE ROLE

The Director of Development (Maternity Cover) is a senior position at the Marlowe Theatre, leading the organisation's fundraising.

This 12-month maternity cover position provides an opportunity to lead a high performing department, develop skills and expertise and play your part in supporting the work of one of the country's most successful regional theatres.

You will be working from a solid footing, leading the team to build on existing partnerships and developing a pipeline of new opportunities. We are looking for a strong relationship builder who can work across both revenue and capital fundraising ambitions. Our revenue programme is strong with increasing support from individuals and opportunity to grow our business support along with our Trusts and Foundations work. With initial support already in place from the National Lottery Heritage Fund for our capital programme, you will be working with a strong team and a growing capital campaign board.

We are a fast-growing organisation, and we are looking for a leader who will join our Strategic Management Team to help us drive the organisation forwards, finding new ways of working and embracing change.

We want to work with people who are passionate about their work, resilient in the face of any challenge that comes their way and supportive of their colleagues.



JOB DESCRIPTION

Job title	Director of Development (Maternity Cover)
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Reports to	Chief Operating Officer
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Grade	£49,051 (and benefits)
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Job purpose

To lead on the strategic development and management of the Marlowe Theatre's fundraising, including capital campaigns, in line with the ambitions and priorities in the Marlowe Theatre's business plan and agreed strategies.

A member of the Strategic Management Team.

Principal accountabilities

- To contribute to the development of policy and play a significant role in the strategic direction of the Theatre as a member of the Strategic Management Team.
- To lead capital and other major campaigns, setting campaign strategy and managing operational delivery to achieve targets.
- To develop the Marlowe Theatre's case for fundraising support, to attract trust and statutory funding, individual donors, and business supporters.
- To lead the Development team in writing of all funding applications to Trusts and Foundations, collaborating with other members of SMT where necessary, ensuring applications for funding are accurate, deliverable and tailored to strategic priorities and income targets.
- To devise, implement and manage a strategic development plan for the cultivation and stewardship of high net-worth individuals, supporters, and donors, for the purpose of meeting agreed income targets and building positive relationships.
- To lead on the strategic development of the Marlowe Theatre's business supporters, through developing the Business Membership scheme and by creating bespoke sponsorship and partnership packages for businesses, for the purpose of meeting agreed income targets.
- To ensure that all development and fundraising activity undertaken by the development team is compliant with the General Data Protection Regulation 2016 and The Marlowe Trust's Data Management Policy.
- To lead and develop the team, including any future capital campaign team, ensuring that staff are effectively recruited, have development opportunities, and are supported, and managed so they can meet business plan targets and deliver excellent customer service.

- To ensure that your team works in a safe and legal way to comply with regulatory and legislative requirements.
- To drive your own career and skills development, making the most of the opportunities made available to you.
- To live and represent the Marlowe Theatre's values.

Required attributes	
Required qualities	<p>The Marlowe Theatre's core values are to be authentic, supportive, resilient, collaborative, inclusive and passionate in everything we do.</p> <p>We actively seek to represent the diversity of our society.</p> <p>To live our values, our Director of Development (Maternity Cover) should be:</p> <ul style="list-style-type: none"> • A people person with great interpersonal skills • A strategic and creative thinker • Entrepreneurial
Knowledge	<ul style="list-style-type: none"> • Knowledge of the Fundraising Standards Board and Institute of Fundraising's codes of fundraising practice. • Knowledge of the management of charitable organisations, preferably arts sector • Excellent knowledge of fundraising in the cultural sector including capital fundraising • Good knowledge of the theatre industry • Basic knowledge of employment legislation and regulations
Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to engage with people at all levels. • Excellent bid writing skills • Excellent interpersonal skills • Excellent communication and presentation skills • Good IT skills
Experience	<ul style="list-style-type: none"> • Good experience of successful corporate fundraising either in the charity sector or cultural industries. • Good experience of successful individual fundraising management in the charity or cultural sectors • Good experience of successful trust, foundation, and statutory fundraising either in the charity sector or cultural industries. • Good experience of setting capital campaign strategy and achieving capital fundraising targets • Good experience of making successful pitches and securing sponsorship. • Good experience of directing high level fundraising or commercial events. • Good experience in managing and developing staff

Qualifications

• We value education and a degree level qualification is desirable for this role. We will, however, consider applications from suitable skilled and experienced candidates without a qualification.

Job dimensions

Annual budgetary amounts

Revenue direct £454,000
5 year capital £3.4m

Number of staff reporting to the job holder

Direct reports - 3
Indirect reports - 2

Working environment

The Marlowe Trust is open to flexible working so talk to us about your flexible working needs.

The Marlowe Theatre's performances happen mostly in the evenings and at weekends. In order to deliver the best service to our customers, all of our posts, whether frontline, strategic, planning or support roles, require some evening and weekend working.

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