



Development and Commercial Operations  
Administrator

# RECRUITMENT PACK

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# OVERVIEW

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<b>Reports to:</b>	Head of Development
<b>Holiday:</b>	Equivalent 25 days per annum
<b>Salary:</b>	Equivalent £22,500 per annum
<b>Hours:</b>	Full time, Monday to Friday with occasional evening and weekend work (approximately 1 weekend day per month).
<b>Fixed-term contract:</b>	1 year fixed term.

Please head to our website to see how to apply for the position.

<https://littleangeltheatre.com/about-us/jobs-and-volunteering/>

## About Little Angel Theatre

Little Angel Theatre is a home for puppetry. Since its doors first opened in 1961 the theatre has been dedicated to creating and sharing inspiring stories. Puppetry is at the heart of this innovative theatre, from igniting the imaginations of the youngest minds to equipping tomorrow's puppeteers with the tools they need to succeed. As well as an internationally recognised theatre with productions touring throughout the UK and across the globe, Little Angel Theatre also has its roots in Islington, and works with its local, diverse community to break down barriers to arts engagement so all can benefit and enjoy this remarkable art form.

"Little Angel is nothing less than an icon of north London childhood." Time Out, 2016



# CORE DUTIES

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## The Role

Little Angel Theatre is seeking an enthusiastic person who is looking to kickstart their career in the arts. We are looking for someone with a keen eye for detail, excellent written English and a great attitude to support our fundraising and commercial activities. This post is a great chance to get experience working in the arts with the small, friendly team at LAT. This role is broad and will give a great foundation for several arts careers, such as Arts administration, development, fundraising, commercial development.

This role will be fully supported, and thorough training will be offered to the successful candidate.

The Development and Commercial Operations Administrator supports the Head of Development and The Head of Commercial Development in the implementation of Little Angel Theatre's fundraising and commercial strategies. This involves a variety of activities, such as fundraising from trusts, supporting events and cross-organisation administrative support. These areas make up around £600,000 of income for Little Angel Theatre per annum.



## Development (Trusts and Foundations / Statutory funding)

- Data input and general administrative support for the Development department
- Coordinate and minute development meetings and follow up on actions that have been delegated to other staff members.
- Research prospects i.e. individuals, trusts, corporates, that LAT could approach.

- Manage the Funding Tracker shared document, including keeping track of the ongoing fundraising targets and continuously looking to improve our processes.
- Complete applications where appropriate.
- Ensure project leaders are recording appropriate information as required for evaluation reports for funders and support in the collection of this information where necessary.

### **Development (Individual Giving )**

- Manage the monthly reconciliation of the Patrons donations and regular one-off donations.
- Where possible pre-populate application forms with basic information.
- Support with stewardship i.e. keeping in contact with people and trusts after they have donated money, ensuring web credits, logos and other acknowledgements are delivered and kept up to date and that all evaluation reports are submitted on time.
- Ensure we are using Spektrix to its maximum capability.
- Keep up-to-date on changes to Gift Aid legislation and manage the quarterly Gift Aid claim.
- Help produce AngelSong, our supporters' newsletter and our annual report.
- Proactively research potential donors and with the support of the HoD devise appropriate cultivation plans.
- Research other channels for individual gifts (raffles, lottery, payroll giving).

### **Office / General Administration**

- Oversee the general enquires e-mail and phone number is being well monitored and queries responded to on time.
- Maintain box office commercial equipment used to run our Zettle systems.
- Provide administrative cover to departments when key staff members are on leave.

### **Commercial**

- Assist in optimising commercial revenue from our spaces.
- Benchmark LATs performance against other similar organisations to ensure that we remain competitive.
- Lead on ordering, stock-taking and stock management for our retail points.
- Take a lead on visual merchandising to ensure our merchandise and refreshment is properly displayed when we are open to the public.
- Assist in the delivery of events for third party hires of the spaces, gala events and charity fundraisers.
- Complete contracts for Freelancers who support Adult Learning and commercial activity based on the Heads of Terms.
- Book out space for Commercial Activities ensuring they are on Yesplan.
- Using our processes assist then lead on all hire enquiries promptly (including space hire, puppet hire, birthday party hire and corporate training).
- Work as a host on Zoom calls to ensure our adult learning programme is fully supported.
- Send out correspondence from Course hosts to participants.
- Support with administration around our corporate partners, such as booking in corporate training.



## Other Duties

- Work with HoCD and Marketing manager to ensure that our commercial and Development activity is given proactive coverage.
- To represent the company as and when required at performances, workshops, and other networking events.
- Adhere to stated policies and procedures relating to Health & Safety and Equal Opportunities.
- Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.
- Attending professional development sessions and trade shows where appropriate.
- Any other ad hoc duties requested by the company.

## Perks of the job

- Industry-leading in supporting staff with a flexible work/life approach.
- Great personal development opportunities in an organisation which has a track record for staff development.
- Work as part of a team who are used to working with staff who are both salaried and freelance.
- Commitment to training and development.
- Generous annual leave allowance, including birthday leave.
- Chance to influence as the organisation as you develop and lead your own projects.
- Be part of an exciting growing organisation which has shown resilience through the pandemic.
- Complimentary tickets for you and your family.
- Cycle to work scheme.



# PERSON SPECIFICATION

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The appropriate candidate will possess the following traits and skills:

## **Essential**

- Interest in grant writing.
- Experience in working in fundraising campaigns.
- Excellent communication skills, both oral and written.
- Professional approach with excellent communication and interpersonal skills.
- Strong organisational skills and absolute attention to detail.
- The ability to juggle multiple tasks and prioritise accordingly.
- An ability to work independently or as part of a team.
- Huge amounts of enthusiasm, ideas and energy.
- A good level of computer literacy, specifically knowledge of Microsoft Office (Word and Excel essential).
- Reliable, with a flexible and pro-active attitude.

## **Desirable**

- Understanding of the puppetry, theatre and appreciation of theatre for families and young audiences
- Experience of working for a charity or arts environment.
- Experience of working in a strategy-led fundraising environment
- Understanding of fundraising and development processes, and knowledge of the arts fundraising landscape
- Experience of working in a sales or retail environment.
- Experience in designing shop displays and merchandising.
- First aid qualification.

# APPLICATIONS

The deadline for applications is 10am Monday 13<sup>th</sup> of June 2022.

Interviews will be held on: The week commencing June 20<sup>th</sup> in Little Angel Studios

Start date: As soon as possible.

To apply please Application form and Equal Opportunities form (can be found on our website) to [recruitment@littleangeltheatre.com](mailto:recruitment@littleangeltheatre.com) **Please quote reference DCOA22 in the email subject line.**

For more information about the company please see [www.littleangeltheatre.com](http://www.littleangeltheatre.com)

Little Angel Theatre is an Equal Opportunities and accredited London Living Wage employer.

