

Job Summary

Development & Events Coordinator

Responsible to:	Development Director
Salary:	£30,172 (pro rata, 0.8 full time equivalent £24,138.00)
Contract:	Permanent
Hours:	This position involves working flexible hours as necessary to fulfil the duties of the post. The minimum hours are 28 per week. Normal office hours are 10am – 6pm Monday to Friday. We expect three core days in the office. Evening and weekend work sometimes required.
Holiday:	25 days per annum pro rata, rising by one day per full financial year served to a maximum of 30 days.
Probation Period:	Three months
Notice Period:	One month during probation, three months thereafter
Benefits include:	Contributory Pension Scheme; Season Ticket Loan Scheme; Training and development opportunities

Development Department

The purpose of the Young Vic Development Department is to build sustainable relationships with a range of stakeholders in order to achieve the fundraising targets set by the Young Vic Board. We manage and develop relationships with public and private funders, sponsors and individuals who want to connect with the Young Vic ethos and the great work we make.

About the Young Vic

The Young Vic has always been more than a theatre – bigger than a building; it's a set of values that uphold the conviction that theatre is an indispensable part of civic life. Whether on our stages at our home on The Cut, touring to schools and community centers across South London, premiering a play in the West End or on Broadway, streaming our work across the country and around the world – we are actively working to be a theatre for everyone.

Our Anti-Racism Commitment

Our leadership team and staff share a joint commitment to prioritising the wellbeing of Black and Global Majority people at the Young Vic. We are working together to create a culture of care for all, but especially those with lived experience of racism, and we commit to holding each other accountable for building and maintaining this culture. We believe that making the Young Vic an anti-racist organisation makes the culture better for everyone.

The Language We Use and Why

We believe that language is important and empowering. Where possible we are specific as possible with our language, and avoid defaulting to umbrella terms or making assumptions about people's identity or experience.

When we can't be specific, we say 'Black and Global Majority' instead of phrases like 'Person of Colour' and 'BAME'. This is because the term 'Black and Global Majority' does not centre whiteness, and is also factually true - over 80% of the world's population make up the Global Majority.

Our Values at the Young Vic

We are committed to creating an inclusive environment where everyone is treated with fairness, dignity, respect and importance, and shows respect for themselves, others and our community regardless of seniority or area of work. Our values are as follows:

We believe theatre is at its best when everyone participates. We begin by asking, who isn't here that should be? Then we make certain they are. At the Young Vic, everyone belongs, everyone is welcome.

We are driven by relentless curiosity and debate. We believe in the power of stories to help us see the world in new ways. We believe in being a forum for discussion and opposing views, in the possibility of fostering understanding and shifting perspectives.

We believe in pioneering and leading into the unknown. We innovate in how we make work and how we share it. We push against the status quo to challenge whose voices are celebrated, and whose stories are told.

About the Young Vic

We are led by the creativity of our people and the limitless possibility of imagination.

We believe in pushing limits and reimagining what's possible. We make space for the unexpected, and we move quickly to make the most of opportunity. We collaborate: working together to achieve shared goals. We believe our organisation is made stronger by including varied and unique perspectives and talents in every aspect of our work. We are committed to reflecting the great diversity of our city onstage and off.

We prioritise kindness, we lead with heart, with care, and with the wellbeing of our people - our staff, participants, volunteers, theatre makers, civic leaders, advocates, supporters, and audience members.

We are committed to openness rooted in trust. We believe in being held to account - apologising when we've not upheld our values or when we've caused hurt or confusion, and learning from our mistakes.

Job Description

Development & Events Coordinator

This is a crucial role reporting directly to the Development Director and providing key administrative and logistical support across the Development Team, in particular to the Head of Philanthropy and the Corporate Manager. The Development & Events Coordinator acts as the linchpin for the team, proactively anticipating the team's needs and actively supporting us to achieve our annual fundraising targets of £1.6m.

Governance & Administration

The Development & Events Coordinator will be responsible for ensuring the smooth administration of activities across the Development Team and the Young Vic Development Board.

- **Development Board:** work closely with the Development Director to deliver Board meetings, minutes, paperwork; as well as booking tickets for the Board and their guests.
- **Team calendars:** help manage the team's diaries and meetings, with a particular focus on helping to manage the Development Director's schedule. This includes booking travel, tickets, and rooms.
- **Team administration:** taking minutes, updating the filing and the CRM (currently Tessitura), liaising with internal and external stakeholders on behalf of the team.
- **Team resources:** supporting the creation of resources for the team, as needed. This could be decks on Canva, supporting the creation of newsletters, or liaising with designers/videographers on our behalf.
- **Team finance:** Support the Development Director with invoicing and administration around the departmental card.
- **Team R&D:** occasionally to support the team with research, reports, and benchmarking projects on an ad hoc basis.

Events

The Development & Events Coordinator will be responsible for ensuring the smooth delivery of all development events, as well as working with management to enhance the events programme. Events currently include regular Press Nights, Supporter's Nights, corporate events, breakfast events, talks and Q&As, and one-off special events. Duties will include:

- **Schedule:** design, administrate and deliver an events schedule that will engage donors and maximise potential giving. This includes room bookings and reserving tickets.
- **Internal Comms:** liaise with the team and other departments on internal schedules, diary requests and logistics.

Young Vic

- **Budget:** yearly planning and forecasting of the events budget for the Development Director.
- **RSVPs:** design invitations, coordinate invitation lists and manage the RSVP process via Tessitura and WordFly.
- **Briefings:** create guest briefings for staff and board to ensure strategic approaches to donors and supporters. Prepare pre-event briefings for talent and speakers. Gather and record information post-event.
- **Logistics:** set up of spaces and catering, working with Production, Operations, Welcome Team, and the Cut Bar to ensure excellent customer service for our development guests.
- **Creative:** coordinate the attendance of the Artistic Director, Executive Director and talent by working with artists, Producing and stage management.
- **Tickets & seats:** book holds and house seats ahead of on-sales, coordinate strategic seat map placement for development guests.
- **Customer service:** provide a warm welcome to guests by embodying YV values.
- **Special events:** support on occasional special events including fundraising events, auctions, galas, and talks.

Corporate Events

- **Bespoke events:** support the Corporate Manager to deliver bespoke client and staff engagement events for our corporate members and supporters, these include pre and post-show receptions, talks, hosting, and other special events.
- **High Performance Workshops:** Coordinate the delivery of YV's High Performance Workshops for our corporate clients, including the booking of workshop facilitators, space, and catering, and supporting the Corporate Manager to go out for new business.

General

- Feed into the wider Fundraising Strategy and vision during meetings with team.
- Build internal rapport and relationships with other departments to advocate for our work.

Best Practice

- Embody the YV ethos & values, including adherence to our policies such as Ethical Giving, Health & Safety, Safeguarding, Environmental and Equality, Diversity & Inclusion.
- Follow the Code of Fundraising Practice and guidance from the Fundraising Regulator.
- Respect confidentiality and follow best practice around data, including adherence to the Data Protection Act 2018 (GDPR).

Person Specification

Essential

- Enthusiasm for and connection to the work, ethos & values of the YV
- Experience of planning and delivering events in any context
- Experience of managing schedules
- Exceptional organisational skills and attention to detail
- Great customer service skills
- Proactive approach to problem solving by anticipating issues
- Multitasking and prioritising in a fast-paced environment
- Personable and confident communicator, including face to face and telephone
- Natural connector and team player with proven ability to collaborate well with others
- Strong IT skills, including Microsoft Word and Excel
- Great copywriting skills
- Good eye for design, e.g. creating event invitations and fundraising collateral
- Flexibility to work occasional evenings and weekends

Desired

- Experience of working within a fundraising team and/or events department
- Experience of working with a CRM system (Tessitura or Spektrix preferable)
- Experience of email software (e.g. WordFly)
- Experience of liaising with suppliers, e.g. catering companies, florists
- An enthusiasm for the theatre, and knowledge of the sector.