

AT THE OLD VIC



RECRUITMENT PACK

Introduction

The Old Vic is London's independent not-for-profit theatre, a world leader in creativity and entertainment.

The Old Vic is mercurial: it can be transformed into a theatre in the round, a space for music and comedy, has played host to opera, dance, cinema, music hall, classical dramas, variety, clowns, big spectacles and novelty acts. It was the original home of the English National Opera, the Sadler's Wells dance company and the National Theatre. It's also been a tavern, a college, a coffee house, a lecture hall and a meeting place.

All of this is now in the bones of the building, and is as important a part of its open-armed, inclusive, welcoming personality as its grand historic decor and the iconic performances and famous productions it has housed.

Today, Artistic Director Matthew Warchus is building on 200 years of creative adventure, with The Old Vic recently being hailed as London's most eclectic and frequently electrifying theatre. Under his leadership, we aim to be a surprising, unpredictable, ground-breaking, rule-breaking, independent beacon of accessible, uplifting and unintimidating art.

We hold the belief that theatre needs to be cherished, supported and shared with as many people as possible. Our 1000 seats are yours from £10 a ticket. Our productions are diverse, adventurous, new, exciting. Our education and talent programmes allow students to explore, and artists of tomorrow to create. Our building is open and alive, day and night. Our theatre is yours.

So, whether you're looking for a comedy or new musical, a dramatic work or dance performance, a £10 preview, a late-night cocktail or a show you can watch together as a family, there is always something new to entertain at The Old Vic.

Our Culture at The Old Vic

There is a collective will to sustain an environment at The Old Vic that is safe, inclusive, welcoming and happy. We want our theatre to be a beacon of enlightenment, entertainment, engagement and empathy.

Our working culture at The Old Vic is open, proactive and collaborative. As an organisation, we prize creativity and the bravery to be led by that. We all bring passion and an entrepreneurial spirit to our roles.

Above all, The Old Vic is a values-led organisation. We have high standards and we operate with heart. We care very much about our audiences, our staff, the impact we have on societal and community issues, and about contributing a body of world-class work. We want to sustain and grow our theatre, but not by compromising our standards or values. Each day, we want people to be reminded of why they joined us, and the attraction, excitement and welcome they felt when they first arrived.

To maintain our values and workplace culture we created The Guardians Programme, in dialogue with our staff, which has now been adopted by more than 40 organisations across the UK. The Old Vic Guardians are a group of trained staff who offer a confidential outlet for colleagues to share concerns about behaviour or the culture at work. We additionally also hold annual sessions where staff can discuss what behavior is 'OK or Not OK' at The Old Vic and this is used to inform our [cultural statement](#).

Development Projects Manager

Job Description

Department/Team	Development
Responsible to	Head of Corporate Development
Contract	Permanent
Location	The Old Vic, 103 The Cut, London, SE1 8NB
Hours	4 or 5 days per week / 32 or 40 hours per week from 10am to 6pm, Monday to Friday, although additional hours may be necessary in order to fulfil the requirements of the post
Salary	£33-£36k dependent on experience/pro rata if part time

Purpose of job

To lead on the project management of new and existing corporate partnerships and corporate CSR grants, overseeing the day to day running of large grants and to ensure that each project is efficiently delivered and stewarded to an excellent standard, meeting agreed donor criteria throughout.

This role will also be critical in the reporting and evaluation process, collating data and demonstrating impact of each project, and sharing information with the wider Development team as appropriate.

Areas of responsibility

The Project Manager will:

- Work closely with the Head of Corporate Development and two Co-Directors of Development to support the delivery of multiple projects simultaneously and report to them on progress
- Projects will include delivery of the Bloomberg Digital Accelerator Programme.
- Supporting the Head of Corporate Development with any other Corporate Related Projects
- Ensure that all aims of each project are met to a high standard
- Communicate and liaise with relevant internal and external stakeholders as necessary, and ensure internal interdependencies are clear and agreed
- Attend impact meetings and debriefings when necessary
- This role will also support Trust & Foundation projects where relevant.

Strategy and Development

- To prepare an annual schedule of reports and invoices
- To liaise with other departments at The Old Vic to collate information for funding proposals and reports
- In partnership with the Trust & Foundations team, build a document highlighting each project and the key deliverables for other departments awareness
- To maintain detailed and accurate database and digital records to ensure actions are recorded and followed up

Stewardship and Reporting

- To project manage the Bloomberg Digital Accelerator Fund, ensuring the all actions are delivered in a timely and efficient manner
- To deliver comprehensive reporting to Bloomberg regarding project progress
- To maintain a productive relationship with Bloomberg and their partner organisations
- Working with the Corporate Development Team and wider organisation, to draft and collate evaluation reports and impact reports to demonstrate the donors criteria being reached.

Research, Database & Communications

- Carry out research and prospecting activity to identify key CSR trends
- Build prospect pipeline of prospective Corporate Foundations and grants to approach
- Benchmark The Old Vic's CSR offering against similar organizations

General

- To work closely with the wider team to ensure that the best possible systems and processes are in place.
- To represent The Old Vic appropriately – taking a professional approach to presentation and communication with corporate partners, the wider business community, peer organisations and internal team.
- To comply with The Old Vic's Equal Opportunities, Sustainability and Health & Safety and Staff Handbook

policies at all times.

This is not an exhaustive list of duties and the Theatre's management may, at any time, allocate other tasks which are of a similar nature or level.

Person Specification

Essential

- Proven experience of managing large scale projects and owning the end-to-end process
- Demonstrable knowledge of best practice in project management
- A proactive approach to problem solving
- Strong relationship building skills across departments
- Excellent attention to detail
- Excellent communication skills
- IT literacy, with good experience of the Microsoft Office suite
- Excellent organisational skills with the ability to manage priorities and deliver to deadlines
- Able to bring innovative ideas to the role
- Experience of Corporate giving
- An understanding of the Corporate and wider fundraising environment

How to Apply

To apply for this role, please:

- Apply via our Application Portal [here](#)
- Attach a CV and short covering letter as one document to your application explaining why you are interested in this role and how your experience and skills match the person specification.
Please ensure your document title includes your first and last name and ensure one document is attached before hitting 'Finish application' or closing the page.
- Complete the online equal opportunities monitoring survey (found on our [Work With Us](#) page)

The deadline for receipt of completed applications can be found on our [Work With Us](#) page and Breathe.

We receive a high volume of applications. If you have not heard from us within 14 days of applying, please assume that you have not been successful on this occasion and keep an eye out for future vacancies.

Please note: where we receive an unprecedented high volume of applications, we reserve the right to close applications early.

Equal Opportunities

We actively support and encourage people from a variety of backgrounds, experiences and skill sets to join us and help shape what we do. We are particularly keen to receive applications from People of the Global Majority and disabled candidates.

We may take positive action, in cases where candidates are equally qualified, to increase the employment of under-represented groups at The Old Vic.

We don't ask for our applicants to tick a box for any prior convictions at the application stage, to ensure we work to the Fair Chance Recruitment Principles. <http://recruit.unlock.org.uk/fair-chance-recruitment/principles/>

We are a **PiPA (Parents and Carers in Performing Arts) Charter Partner**, striving towards creating a more family friendly working environment.

We are also a signatory of the Care Leaver Covenant which aims to provide support for care leavers aged 16-25 to help them to live independently.

Equal Opportunities Survey

The Old Vic has made a commitment that all applicants with disabilities who meet the essential criteria for this job will be invited to interview. Please complete the Equal Opportunities Survey to help us with this or complete it on our [Work With Us page](#).



Access

We would love to hear from you in whatever way feels most appropriate to you. If you would like to access this application pack or submit your application in another format, we would be happy to speak to you about your needs. Please contact the HR team on 0207 928 2651 or jobs@oldvictheatre.com to discuss further.

Appointments

All appointments are made subject to satisfactory references and proof of eligibility to work in the UK