Young Vic

Job Summary

Development Assistant

Responsible to: Head of Corporate Partnerships and Events

Salary: £25,000 per annum

Contract: Full time six months fixed term, with the possibility of extension

Hours: 35 hours per week. Normal office hours are 10am to 6pm Monday to Friday. Occasional evening and weekend work will be required. No overtime is offered. Young Vic's TOIL policy

Young Vic is currently under review.

Benefits include:	Contributory Pension Scheme; Season Ticket Loan Scheme; training and development opportunities
Holiday:	25 days per annum pro rata
Probation period:	2 months
Notice period:	2 weeks during probation, 1 months thereafter

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Purpose of the Role

The Development Assistant provides administrative and operational support for the Development department, including supporting the delivery of the team's diverse portfolio of events.

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Job Description

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Key Areas of Responsibilities

Administrative Support

- Ensure the smooth administration of activities across the Development team. Tasks will include: diary and meeting management, booking travel and tickets, and supporting with finance and accreditation administration.

- Support the team with research, reports and benchmarking projects.

Development Events

- Work with the Head of Corporate Partnerships and Events to plan and deliver donor events, including receptions, dinners, and special fundraising events.

- Tasks include: managing the invitation process and RSVPs, organising event logistics, and liaising with other departments where necessary.

Corporate Events

- Support the Head of Corporate Partnerships & Events with the organisation and delivery of hospitality events for Corporate Members and Partners, including ticket bookings, catering and room requirements.

- Liaise with external corporate clients and event teams, ensuring a high level of care and attention.

High Performance Workshops

- Oversee the planning and delivery of High Performance Workshops, our communications training programme, liaising with corporate clients, workshop facilitators and venues.
- Field new business enquiries, in collaboration with the Head of Corporate Partnerships & Events.

General

- Be an active and supportive member of the Young Vic team at all times

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- Build rapport and relationships across the building to help achieve the Development team's objectives

- Positively represent and advocate for the Development team internally and externally

- Uphold and embody the Young Vic's company policies, including but not limited to our Equality, Diversity and Inclusion policy, Dignity at Work policy and Health and Safety policy

- Actively participate in our company-wide Anti-Racism work

- Undertake any other duties commensurate with the post, as agreed with line manager

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Person Specification

Development Assistant

Essential Skills and Experience

- Some experience of working in an events capacity, whether that's in employment or voluntary work

- Excellent organisational skills and attention to detail

- Proactive and able to deliver to deadlines on time and to a high standard

- Personable and confident communicator, both written and verbal

- Ability to problem-solve, innovate, anticipate issues, and respond quickly to changing priorities

- Track record of delivering excellent customer service

- Enthusiastic team player but able to work independently

- Proficient in Microsoft Office, including Word, PowerPoint and Excel.

- Ability to work outside of normal office hours including evenings, some weekends, and early mornings

Desirable Skills and Experience

- Experience of working within a fundraising team and/or non-profit events department

- Experience of liaising with suppliers, e.g. catering companies, florists

- Experience of managing schedules, in an events or other context

- Good eye for design, e.g. creating event invitations

- Knowledge of Tessitura, or another CRM database (training will be provided)

- Knowledge of email software Wordfly (training will be provided)

- An enthusiasm for the theatre, and knowledge of the sector