



Taunton Theatre Association Ltd.

JOB TITLE: DEVELOPMENT & EXECUTIVE ASSISTANT

LOCATION: Taunton, Somerset

CONTRACT: Full Time (35 hours per week)

SALARY: £18K

REPORTS TO: CHIEF EXECUTIVE

OVERVIEW

The Brewhouse Theatre and Arts Centre is looking for a Development & Executive Assistant to join our small and busy team. This is a new role that supports the fundraising work of the Communications & Development Manager and provides PA support to the Chief Executive. This is designed as a role with plenty of potential for professional development. It will suit someone early in their professional career, possibly with 1-2 years' experience in arts administration and an interest in fundraising and development. The Development and Executive Assistant will research Trusts and Foundations, assist with funding applications, administer the Friends Scheme, support donor events and activities, and provide administrative support to the Chief Executive.

COMPANY INFORMATION

This is both a challenging at exciting time for the Brewhouse, as we aim to recover, refocus, and regenerate following the impact of the COVID19 pandemic. We have taken the opportunity of temporary closure and the arrival of our new Chief Executive, Amy Bere, to undertake a period of strategic review and are creating a new five-year plan that seeks to position The Brewhouse as a hub of creativity and bold artistic vision in the heart of Somerset.

TTA has operated The Brewhouse since 2014, revitalising the building and developing a broad cultural programme for an increasingly wide audience. Situated alongside the bank of the River Tone in the centre of Taunton, the county town of Somerset, a newly designated 'garden town', the Brewhouse is built on the site of an old brewery with the Georgian Brewmaster's house still incorporated. 2017 saw the 40th anniversary of the original theatre which currently offers an auditorium seating 352 alongside purpose-built exhibition area, spaces for rehearsal, studio performance and meetings plus a café, bar, foyer, and other associated facilities. As well as activity focussed on our site, it is our intention to increase our activity beyond our building in the community and in partnership with others. We attract in the region of 65,000 audience and participants each year and engage with many more online.

We receive regular funding from Somerset West & Taunton Council, and have been supported in 2020-21 by Arts Council England's Culture Recovery Fund, and the Garfield Weston Foundation's Weston Culture Fund to both sustain the organisation through the impact of the global pandemic and begin a large-scale artist development programme to support our regional artists in 2021.

MAIN DUTIES AND RESPONSIBILITIES

To **support the fundraising function** of the organisation in support of the CE and the Comms & Development Manager

To **research opportunities and develop fundraising applications** for trusts and foundations, and community funds

To develop and steward the **Friends and Patrons** scheme, the **development board** and any **fundraising events** and activity for the organisation

To support the CE with **day-to-day administration** including diary management, meetings, the preparation of papers and reports, being a first point of contact for the CE Office.

1. **Development**

- Work with the Communications and Development Manager to identify small Trusts & Foundations, and community funds to bring financial support to The Brewhouse's charitable objectives.
- Maintain a database of Trusts & Foundations with key contact details, main areas of interest and deadlines.
- Administer funding applications working with the programming team, ensuring applications are submitted in full in a timely fashion.
- Support the evaluation and reporting process, ensuring reporting deadlines are met.
- Administer the Friends' Scheme and Donor programmes ensuring records and correspondence is kept up to date
- Support donor events, ensuring invitations and responses are monitored, events are set up and run smoothly
- Administer the Development Board, preparing papers, setting up meetings, minute taking and writing

2. **Executive Support**

- Be the first point of contact for the Chief Executive's office, assisting with enquiries, diary management and meeting schedule.
- Support the Chief Executive in the stewardship of donors and communication with funders and other stakeholders
- Support the Chief Executive in the administration of HR and recruitment
- Handling confidential matters with discretion

3. Stakeholder Relationships and Data Management

- Process customer data in line with TTA's legal obligations and GDPR legislation, identify donor prospects to bring to the attention of the Communications and Development Manager.
- Handle staff data in line with GDPR legislation, with sensitivity and discretion.

4. General

- Work in accordance with current legislation and TTA's policies and procedures.
- Reduce the impact on the environment through sustainable working practices.
- Undertake any other responsibilities that may reasonably be required by the Communications & Development Manager and the Chief Executive.

QUALIFICATIONS & EXPERIENCE

- 1 - 2 years' experience of administrative experience in an artistic, cultural, or charitable organisation
- Educated to at least A Level standard or the equivalent
- Experience in diary management
- Experience using all Microsoft Office applications, experience of a CRM system (Spektrix or similar) an advantage

KNOWLEDGE & SKILLS

- Confident, with good verbal communication and literacy skills
- Knowledge of or interest in Fundraising and Development, and its application in the creative sector
- Multi-tasking, taking pride in seeing tasks through to completion, and paying close attention to detail

PERSONAL ATTRIBUTES

- You are a collaborative individual who works well in a small team whilst being self-motivated and proactive in your areas of responsibility
- You take a bold approach, contributing ideas, new initiatives and take a big-picture approach to your work whilst paying close attention to detail
- You believe in welcoming everyone who engages with an organisation, and understand that some people experience barriers to access that you are committed to breaking down
- You exhibit personal and professional resilience, able to meet and rise to challenges with calmness and humour without compromising your commitment to quality and consistent high standards.



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PARTICULARS

REPORTS TO: Chief Executive (with task-based reporting to the Communications and Development Manager)

HOURS: Full time, 35 hours per week (7 hours per day with 1 hour unpaid for lunch). Office hours between 9am – 5pm, Monday to Friday (adjustments can be made to suit caregiving responsibilities)

REMUNERATION

This is a paid role with an annual salary of £18k paid monthly in arrears. Holiday is 28 days per year including the standard Bank Holidays for England. Staff are entitled to time off in lieu if overtime is required during busy periods. The leave year is from 1 January to 31 December. Staff are automatically enrolled in the NEST Pension Scheme.

NOTICE: After successful probation period of 3 month, the notice period will be 3 months either side.

COMPANY CULTURE

In keeping with the ethos of Taunton Theatre Association all employees are invited to sometimes work beyond the scope of their job description in support of each other and events. This helps build rapport and good team spirit with colleagues, connects us with our audiences and with the volunteers on whom the organisation depends.

Taunton Theatre Association wants our staff team to be representative of all sections of society and actively welcome candidates who meet the application criteria, and who are currently underrepresented in the arts, people of colour, those who self-identify as LGBTQIA+, those from lower socio-economic backgrounds and those who self-identify as disabled. We are constantly learning, and welcome feedback.

HOW TO APPLY

Please send your CV and application cover sheet with a cover letter of no more than 2 sides of A4 outlining your suitability for the role.

Please send this document with a completed Equality and Diversity Monitoring form and the signed Candidate Privacy Form to: HR@thebrewhouse.net with **Development & Executive Assistant** in the subject line.

Completed applications must be received by **12.00 noon on 31 March 2021**.

First interviews will take place on **13 April 2021**. Due to the current situation, the first interview will take place on zoom.

Please indicate your earliest available start date as part of your application.