

MERCURY

Development Officer

March 2024

Welcome from the Executive Director and Executive Producer

Thank you for your interest in the Mercury in Colchester and the role of Development Officer.

As one of the most ambitious producing houses in the East, we pride ourselves on the high-quality, relevant and inclusive nature of all of our work. We have an ambitious programme of activities with our local community, schools and creative talent in the region.

We are looking for a Development Officer who is passionate about our charitable aims, confident speaking about our productions, community activities and talent programmes, and enjoys event planning.

In this pack you will find:

- Background information on the Mercury Theatre, Colchester
- Job description and person specification
- Information about how to apply

Further information about the Mercury can be found on www.mercurytheatre.co.uk.

We recognise that these are challenging times for theatre, but we are committed to maintaining and building our audience, delivering artistic excellence, and growing the Mercury's reputation as a launchpad for talent and innovation in the East of England and on tour across the UK.

We look forward to receiving your application.



Tracey Childs

Executive Producer



Steve Mannix

Executive Director



Introduction

The Mercury Theatre, designed by Norman Downie, was opened on 10th May in 1972. Since its foundation the Mercury has become one of the main centres of artistic excellence in the East of England, having built a large and diverse audience for its critically acclaimed programme of drama, musical theatre, family theatre and dance at home and on tour.

The Mercury reopened in June 2021 with 529-seat theatre, a 98-seat studio theatre, full on-site workshop and wardrobe facilities, rehearsal rooms and creative learning studios, and a fully renovated café bar and foyer.

The Mercury is a significant local employer and a major driver of Colchester's creative economy. The theatre plays a key leadership and strategic role in the cultural life in Essex and the wider geographical area of East Anglia. It is the only full-time producing venue in Essex and one of only three in the eastern region.

In the newly nominated City of Colchester, we are a placemaking organisation for Essex. We seek to connect with and support artists, freelancers, performers and industry professionals across the region to ensure our work remains as accessible and inclusive as possible, reaching as many people as we can.

Mission

The Mercury creates and shares stories that are exhilarating, revelatory and relevant. Through the reinvention of classic texts and the creation of bold, new writing, we believe that the transformative power of theatre can enrich the lives of our community.

The Mercury is a significant regional developer of new talent, working with a range of partners across the arts, education and creative industries to deliver a studio programme and a learning, participation and professional development programme aimed at nurturing the next generation of theatre makers.

Everything we do is driven by our values of quality, innovation, diversity, and connection.

We are Colchester. We are for everyone.

Vision

Our vision is of the Mercury as a vibrant, welcoming artistic hub at the heart of the cultural life of Colchester and Essex; a place where the diverse communities of the city and its surrounding region can come together to experience exceptional live theatre and a rich programme of other performing arts; a place where anyone, regardless of background, can get involved with our creative processes and start to realise their own creative potential.



Our vision is of the Mercury as a strategically important part of the national theatre ecology and the wider creative sector, providing an important regional pipeline for creative and technical talent and contributing to the range and quality of middle-scale touring theatre, with a particular focus on drama and work for children and families.

Mercury Governance and Staffing

The Mercury is a registered charity and a private limited company. As such, we are overseen by a non-executive Board of Trustees which is chaired by Rob West. The Board delegate day-to-day management of the theatre to its Executive Team: Steve Mannix (Executive Director and Joint CEO) and Tracey Childs (Executive Producer and Joint CEO). In 2019, Ryan McBryde joined the leadership team as Creative Director. We have a talented and dedicated team of around 77 full time equivalent staff when the building is in full operation, and we employ numerous freelance artists, practitioners and casual staff.



Development

The Mercury Theatre is a charitable, non-profit organisation that exists for the benefit of the local community. Like many similar theatre organisations across the country, the Mercury is becoming more and more reliant on diverse income streams to continue delivering wonderful work both on and off stage. The development team is an important part of this diversification, working hard to gain funding and support for core costs and project delivery. The small but dynamic team work closely with all departments across the theatre to identify funding priorities, engage potential and existing donors, and run fundraising events and campaigns.

Communication runs through all aspect of the team's work. Whether you are working alongside colleagues to write a powerful and emotive funding application for our engagement work, touring members of the public around the building, or hosting corporate sponsors at shows, good communication with a wide array of supporters is key in everything the Development team does. To find out more about some of the ways people, businesses and organisations support the Mercury, visit <https://www.mercurytheatre.co.uk/support-us/>.

Living in Colchester

Boasting strong commuter links, a world-class arts scene and charming old rustic pubs serving up gastro delights, the list of reasons to move to Colchester is endless.

Renowned for being Britain's first city and former capital of Roman Britain, its rich history dates back over 2000 years and is ripe for exploring. Colchester Castle is one of the standout attractions as one of England's most significant heritage sites.

For a city steeped in so much history, it is surprisingly contemporary in its outlook, providing residents with all the amenities we've come to appreciate from modern living. Foodies will rejoice at the plethora of food options available - these range from budget dining to world class Michelin star restaurants - and shoppers are presented with a mixture niche independent shops neighbouring the usual big-name retail giants.

Colchester is home to an enviable range of attractions which provide a wide selection of things to do. Colchester Zoo is listed in the top 2 zoos in the UK and the 11th best globally. It is also home to many rare and endangered species and stages late-night meet and greets. Alongside the Mercury, there's also the Firstsite art gallery, the Colchester Arts Centre and the new Curzon cinema.

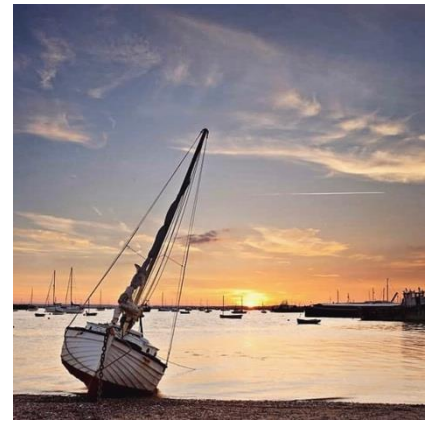
Colchester is surrounded by the green pastures of the picturesque Essex and Suffolk countryside, 135 square miles of coast and countryside. The idyllic villages of Wivenhoe and Dedham, famed as Constable country, are a short drive away, and you're less than 25 minutes away from Mersea Island, a postcard perfect seaside resort with a world-famous oyster bar.

Situated in the north east of Essex, Colchester has a population of 195,000 and is extremely popular with commuters, because of its excellent train links to London Liverpool Street - only 50 minutes away. The A12 takes you straight into London and Stansted airport is only 30 miles away.

It is perhaps stating the obvious but the cost of living in Colchester is substantially cheaper than London. Rent for a one-bedroom apartment is approximately 58% cheaper than the capital.

With a balance of urban city lifestyle and a rural living, there are many reasons why Colchester is so desirable.

For more information about our wonderful city check out <https://www.visitcolchester.com>



Job Description

Responsible to	Development Director
Responsible for	
Key working relationships	Executive Director Finance Director Engagement Producer Talent Development Producer Schools Producer Head of Marketing and Communications Theatre Administrator

Purpose of the Post

The Development Officer provides administrative and operational support to the Development department. This role is focused on promoting our charitable benefits to individual and corporate members whilst supporting the Development Director across all fundraising income streams. With the refurbishment of the venue, we have incredible facilities, increasing accessibility and our programme offer. The main purpose of this role is to manage existing and engage new corporate partners and membership of our individual giving scheme, alongside supporting the Development Director across all areas of development and fundraising.

Main Duties

Fundraising and relationship management

- Managing the ongoing health and growth of the individual membership scheme, including:
 - Regular communication including writing and sending e-newsletters, priority sale information and offers,
 - Administering renewals and new memberships,
 - Liaising with marketing around the promotion of all levels of membership through all channels of marketing,
 - Planning and delivering member events,
 - Reporting on membership targets,
 - Working alongside the Development Director to identify, convert and steward high level members.
- Managing the corporate partnership scheme:
 - Regular communication including writing and sending e-newsletters, priority sale information and offers,
 - Administering renewals and new memberships,
 - Liaising with marketing around administering benefits of each level, including updating logos, art work and promotion,
 - Administering complimentary tickets to all corporate partners for press/guest shows, including being present at the performances to liaise and network,
 - Working alongside the Development Director to identify and convert corporate partners.
- Keeping the fundraising messaging up to date on the website, in copy and other channels of communication. This includes individual donations, legacy giving & Adopt a Seat
- Identifying and thanking larger donations (Adopt a Seat and large individual donations)
- Supporting the Development Director on bid writing for project and core income grants from trusts and foundations
- Being the face of the Mercury on building tours and when meeting donors

Administration

- Supporting the Development Director in administration of other corporate income including sponsorship and in-kind support
- Provide administrative and logistical support to the Development events
- Maintain a detailed working knowledge of the Mercury's creative engagement activities, and wider artistic programme, including its new work & new talent development activities
- Maintain an up-to-date record of all stakeholders and corporate and individual donors and supporters using Spektrix and other software/programmes
- Respond to enquiries from existing and potential partners and supporters

Finance

- Monitor, process and record all department financial transactions
- Provide live data on expenditure and income to the department and on request from SMT
- Prepare and submit regular reports and prepare financial information for funders, Senior Managers and the Development Director as required

Marketing

- To provide the marketing team with information in a timely fashion to ensure that memberships and fundraising campaigns are suitably promoted
- Ensure compliance with all Mercury policies and procedures, including Safeguarding and Financial Conduct

General Duties

- Participate actively as a member of the Development team
- Contribute ideas to expand and develop the development activity
- Assist the Theatre Administrator responding to calls and visitors when required
- Attend and contribute to staff meetings and/or training sessions
- Maintain positive and effective relationships with colleagues across the organisation
- To adhere to all Mercury theatre policies included Safeguarding, Health and Safety and environmental policies
- To maximise income and minimise expenditure whilst ensuring high quality delivery
- Deputise for other members of the Development department where necessary to ensure the effective and efficient delivery of all the team's activities
- Undertake any further duties as may be reasonably requested

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not preclude change or development that might be required in the future. It does not form part of the contract of employment.

Person Specification

Personal Qualities

- Excellent administration and planning skills
- Self-disciplined, organised and self-motivated
- Adaptable and receptive to new ideas and initiatives
- Ability to work under pressure, at pace and to manage competing deadlines
- Comfortable talking and presenting to a wide variety of audiences
- Enthusiasm for the arts

Professional Competencies

Essential

- Excellent written and verbal communication skills.

- Proven administrative and organisational skills with the ability to manage multiple priorities.
- Excellent all-round IT skills including experience of using Microsoft Office.
- An accurate and thorough approach to work with excellent attention to detail.
- Knowledge of safeguarding procedures
- Experience in a customer-facing environment.
- The ability to problem-solve and provide solutions to unexpected challenges.

Desirable

- Experience of trust and foundation fundraising
- Knowledge of Spektrix and Artifax

Outline of Terms and Conditions

Salary:	£24,000 to £26,500 per annum pro rata
Hours:	37.5 hours per week, although additional hours may be necessary in order to fulfil the post's requirements for which Time Off in Lieu is available. This post will require the successful candidate to work unsocial hours on occasion.
Holiday:	Annual leave entitlement is 20 days for each holiday year plus statutory Bank Holidays. This entitlement will increase by one day each year to a maximum of 25 days per annum after six years' service.
Probationary period:	six months
Notice period:	Two months by either party in writing after an initial probationary period during which time the notice period is one month by either party.
Pension:	Colchester Mercury Theatre Ltd operates an automatic enrolment pension scheme.
Other benefits include:	The company offers an interest free season ticket loan. Discount on drink in our café bar. Access to the discounted staff menu in the café bar The company encourages attendance at performances with an allocation of tickets to employees (subject to availability and the Mercury's ticket policy) Discount on selected Creative Engagement activities and workshops.

How to apply

To apply for this post, please send a letter of no more than 2 sides of A4, explaining what attracts you to this position, and evidence of your ability to meet the job description and person specification.

In addition, with your application, please supply:

- Your CV
- Names and contact details for two employment/professional referees, however, we will not take up references until an offer has been made.

Applications should be submitted via Staffology: [here](#) by **10:00am on Friday, 5 April 2024**. Interviews will take place on Wednesday, 17 April 2024.

The Mercury Theatre is an equal opportunities employer and actively promotes diversity in the staff team. We welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Please let us know if you need this information in a different format by contacting Valentina Borja H. by phone on 01206 577006 or by email on: recruitment@mercurytheatre.co.uk

