

The logo for SCRUM Theatre, featuring the word "SCRUM" in white, bold, uppercase letters on a red square background.

Staff Vacancy: Development Assistant

Closing date for applications: Tuesday 7th May

Salary: £3825 (2 days a week, £150 per day, + £75 monthly 'Accountability Bonus'*)

SCRUM Theatre is seeking a dedicated and ambitious Development Assistant to work alongside our Producer to play a key role in our fundraising activities, donor relations, and strategic planning, ensuring the growth and sustainability of our brand-new theatre charity based in Hammersmith.

You'll also be collaborating with our collective of artists to drive forward an exciting new touring theatre company focused on making better theatre in better ways for the future.

We're looking for someone with potential who's eager to learn and grow into a larger role. This is a part-time position initially contracted for 3 months, with the aim of transitioning into a long-term Development Officer role within the charity.

Who are we?

SCRUM Theatre is a year-old CIO committed to pioneering better standards for making theatre at a time of crisis in the industry, as well as providing free-to-access arts training for under-served communities. We're a group of 9 interdisciplinary artists, trained at leading theatre schools all over the world, including the Yale School of Drama, École Jacques Lecoq, and Bristol Old Vic, with experience in theatre, film and television. We're championed by an expert team of the country's leading theatre-makers, including Adrian Lester, Nicholas Hytner, Lyndsey Turner, Declan Donnellan, and Nick Ormerod.

In 2024-25 we will be:

- Transforming an empty building in London into a pop-up theatre training hub for developing artists, with a 50-session programme across the year
- Touring "Twelfth Night" to community venues in postcodes identified by DCMS and ACE as under-funded for the arts
- Delivering our workshops for young artists in each of the communities we visit
- Delivering live and digital resources to schools in these target postcodes

SCRUM operates as an artist-led democratic collective, where the Company Artists work collaboratively in order to deliver projects. As the Development Assistant, you will take your mandate from the company's decisions, and then lead the execution of the voted-upon strategy.

Responsibilities

The Development Assistant will play a crucial role in successfully funding our tour of Twelfth Night, building on the momentum of our successful stage-one fundraising campaign in Autumn 2023. In the 3-month period of the contract, you will:

- Submit an ACE application towards the delivery of the tour of Twelfth Night in late 2024
- Submit two other grant applications towards core costs
- Collaborate with the Producer on a fundraising strategy for the following 36 months.
- Form strong working relationships with the whole collective, and most especially the Producer, Co-Leads and Board of Trustees.
- Work with the Producer and Co-Leads to develop and maintain relationships with donors and stakeholders.

Following the end of the 3-month contract, the Company Artists and Board of Trustees will review the success of the Development Assistant's projects, and the Development Assistant will give feedback to the Company and Board about their experience in the role, constructive criticisms of the organisation, and plans for how to shape the role in future.

Should the Development Assistant, Board, and Company Artists all agree, an extended contract may be offered which will transition the role into a long-term Development Officer, whose responsibilities will be:

- Building strong relationships with ACE and other funding bodies
- Developing our private donor and corporate funding circles
- Improving and diversifying SCRUM's income stream for 2024, 2025 and beyond.

Knowledge, skills and experience

We are looking for individuals who have **one or more** of the following qualifications:

- Some experience in fundraising, or a keen interest in learning how to build a network of supporters around a charity
- Experience with writing ACE applications
- Bachelor's degree, or at least 1 year of work experience, in a creative or business-related field

In addition, our Development Assistant should ideally have:

- An affinity for the mission and charitable objects of SCRUM
- A passion for collaboration and working collectively
- Strong organisational and project management skills, with the ability to consistently meet deadlines
- Excellent written and verbal communication skills, with the ability to craft persuasive and compelling messages

The following skills would be desirable:

- Professional experience as a maker in the theatre industry (e.g. performance, production or other creative field)
- Interest in producing theatre
- Knowledge of the UK theatre industry and its financial landscape
- The ability to communicate specialist information to artists in an accessible way
- Familiarity with Google Workspace

How to apply

We are interested in applicants from a wide variety of life experiences and skills to join our team. We especially encourage applications from candidates who identify as Global Majority, disabled, and/or LGBTQIA+.

To apply, please provide a CV along with a page-length cover letter which details your fit for SCRUM's values. We also welcome video or audio applications of no more than 5 minutes in length, or any alternative formats that would be more accessible to you.

Please send your application to Lucie Dawkins and Dominic Applewhite to co-leads@scrumtheatre.co.uk with "Development Assistant" in the subject line, and stating where you found out about the job post.

First round interviews with the Co-Leads and Producer will take place w/c 13th May, and second round interviews will take place the following week, with a start date as soon as possible in May.

**All SCRUM staff are paid the same day rate of £150p/d. Certain roles involve taking responsibility for the charity's KPIs, therefore to reflect the higher level of labour involved, those roles receive a fixed 'responsibility bonus' at the end of each month. These bonuses are taken from a pool allocated by the Board, agreed together by the collective, and reviewed by the collective on a quarterly basis.*