



Fundraising & Development Coordinator

Ideally full time, but flexible for the right person

Salary £18–21,000 (pro-rata), 4 month contract, mid-June to mid-Sept.

Miracle is firmly established as one of the South West's leading small-scale touring theatre companies, producing varied, popular and highly regarded work which is fully adaptable for a wide range of venues - from rural touring to mid-scale theatres.

The company is seeking an exceptional and flexible all-rounder to manage and support all aspects of fundraising and development – from writing applications to managing events. We are looking for an individual with demonstrable fundraising skills, an understanding of marketing and audience development, excellent communication skills and some experience within an arts organisation to be part of the Miracle team over the busy summer period.

The Fundraising & Development Coordinator will be based in the Miracle office at Redruth but work outside the office will also be required. Availability to work evenings and at weekends during tour periods is an essential requirement.

For an informal discussion about the post, please call Emma Gibson on 01209 216762.

DUTIES AND RESPONSIBILITIES INCLUDE:

Support/deliver on fundraising, including:

Fundraising from Trusts & Foundations in collaboration with the General Manager
Fundraising at events – recruiting supporters and regular givers, encouraging cash donations

Roll out online giving campaigns, using our new platform www.miracle.believe.in

Support/deliver on marketing, including:

This is wide-ranging and could be everything from developing digital/social marketing/online presence, to stomping around putting up posters

Events management:

Represent Miracle and manage events at up to 15 performances over the summer, including box office and volunteer management on the night (some evenings and weekends will be required, as well as own transport)

Admin:

General administration and support the Miracle team

Terms of Contract:

- Interviews: 5 June
- Start date: asap
- Length of placement – until mid-Sept 2014
- Working hours: Flexible, preferably full time

Person Specification

1. QUALIFICATIONS, SKILLS & EXPERIENCE

Essential	Desirable
Degree in Arts/Marketing related subject	2 years proven experience in an arts organisation
Proven knowledge and experience in Fundraising and the ability to relate this to the arts	Working experience of touring theatre or similar
Experience and understanding of online fundraising and marketing	Knowledge of regional and national funders, with some personal contacts
Excellent all-round communications skills	Experience in writing press releases and copy
IT literate; particularly in the use of Windows, Outlook and Excel	IT skills: Photoshop, Mail Chimp, Access, database management

2. PERSONAL ATTRIBUTES

Essential	Desirable
Flexible and adaptable - able to multi-task and work on own initiative within a small team	Knowledge and understanding of theatre.
Confident manner and able to represent the company at venues and within the industry.	Committed to developing audiences for the performing arts
Well organised, practical and able to deal effectively and calmly with the unexpected.	Understanding of working to a budget
Experience of working with the public face to face.	Excellent team player – enjoy being part of a creative team
Able to work to tight deadlines	
Full, clean driving licence. Willing to travel within Cornwall as required	Own vehicle
Committed to equal opportunities	Awareness of legislation regarding race equality, equal opportunities and Health & Safety

To apply:

Send your CV and a covering letter outlining why you want to work with Miracle and how you meet the person specification to annie@miracletheatre.co.uk by **10am Monday 1st June.**