

RECRUITMENT PACK

DEVELOPMENT ASSISTANT

PAID INTERNSHIP

FEBRUARY 2023



LIFT

LONDON
INTERNATIONAL
FESTIVAL OF
THEATRE

ABOUT LIFT

LIFT, London's international festival of theatre, takes place every two years. At LIFT we understand that difference makes us stronger, so we work to share diverse and international perspectives. We bring artists and audiences together for necessary conversations and essential cultural experiences. The theatre we offer is compelling, meaningful, provocative, excellent, topical, and unlike anything you will find elsewhere. We take risks, introduce new artistic forms and ideas, and offer new ways of experiencing art.

Every two years, LIFT presents a festival full of daring and relevant culture, international voices, and unforgettable theatre. LIFT is the essential link between leading international artists, London, and the UK. We create communities around ideas and projects, and we connect leading artists to locals, at home and abroad. Together, we make incredible art happen.

We are full of ambition, joy, and thoughtfulness, and we love London. LIFT is a charity based in Toynbee Studios in East London with an average two-year turnover of £2 million.



DEVELOPMENT ASSISTANT (PAID INTERNSHIP)

Job title:	Development Assistant (Paid Internship)
Reports to:	Head of Development
Working relationships:	General Manager, Marketing Assistant
Salary:	£22,000 per annum.
Hours:	Full-time (35 hours per week)
Annual leave:	25 days paid leave per annum, plus English public holidays and bank holidays.
Contract:	18 month fixed term contract
Location:	London - LIFT HQ is based at Toynbee Studios . The role is likely to be a mix of hybrid and in person working. We offer flexible working as standard - please get in touch if you wish to discuss this ahead of your interview.
Closing date:	Extended to 30 March 2023
Interview date:	7 April 2023
Anticipated start date:	As soon as candidate is available

ABOUT THE ROLE

We are looking for someone who is passionate about theatre and who wants to build a career in fundraising to join our development team for this 18-month training role. You will gain practical and hands-on experience and have a chance to learn about how we raise money across multiple income streams and how we build and maintain relationships with LIFT's membership, major donors, public and cultural funders, as well as London/international investing co-producers.

You will also research local and international trusts and foundations, businesses, and individuals who may be excited and willing to support LIFT's year-round programme of work and biennial festival.

You don't need to already have lots of prior knowledge or skills – this is a training opportunity. If you have a desire to learn we would love to hear from you. We actively encourage you to apply if you are ethnically diverse, D/deaf, disabled, neurodivergent and/or working class.

We are a small, friendly, international team, working with freelancers, artists, young people, and global partners. We have wellbeing strategies in place for the whole team and we can promise you a good welcome.

DEVELOPMENT AT LIFT

Development and all fundraising activities are supported in various ways. The Head of Development leads the function, overseen by the Executive Director who reports to the Finance Committee. They are assisted by the Head of Finance with tracking income and by the Head of Marketing with the communications to LIFT's members and potential donors. There is a newly established fundraising sub-committee of LIFT board members, who will be supported by the Development team.

LIFT's current development strategy supports both festival programming, place-based work and core costs, deriving income from cultural partnerships and institutes, trusts and foundations, individual giving, and corporate sponsorship. Over the last year, changes have been made to existing strategy to enable fundraising to be more sustainable long-term, including seeking longer lead-in times, establishing longer-term partnerships, focusing more on core support and re-evaluating fundraising communications.

INTERNSHIP ROLE DESCRIPTION

Key responsibilities:

Research

- Conduct research into possible funding streams for funding priorities
- Research and plan interesting LIFT insights and news stories for monthly newsletters
- Assist the Head of Development in identifying interesting and engaging stories for applications and reports to existing funders
- Research how to improve LIFT's digital engagement with donors
- Stay informed of fundraising and marketing news and trends

Fundraising support

- Work with the Head of Development to manage the acquisition, engagement, retention, renewal, and reporting of LIFT members
- Be a point of contact for members and other supporters for booking tickets and other requests
- Manage all communications with members about LIFT news, shows, and events, including creating the monthly members newsletter
- Ensure all donors and supporters are thanked appropriately
- Support the Head of Development with fundraising campaigns, including any planned crowd-funder or Big Give campaigns
- Draft applications for small grants (under £1,000)
- Assist in the creation of funding reports for existing supporters

Finance and Administration

- Process donations, invoices, and other payments in a timely manner
- Ensure all records of donors are up to date and comply with data protection regulation, both on the Spektrix database and other internal documents
- Prepare the department's quarterly Gift Aid claims
- Take care of the administration of the Development Committee, including scheduling meetings and taking notes
- Ensure LIFT's supporters website page is kept up to date, and that supporters are appropriately credited in any other materials
- Support event planning and delivery, including cultivation events for donors and special events linked to productions in and outside of the festival schedule

LIFT's team is small, so you might be asked to complete tasks outside of this list.

TRAINING & PROGRESSION

This role includes training in skills that will be needed for specific parts of the role, as well as support to prepare you for your next career step like help with applications, mock interviews, and access to a work-based reference.

We can also support you with external training to cover topics like:

- Access and inclusion
- Introduction to funding landscape
- Higher Education Funding
- GDPR (general data protection regulation).

ABOUT YOU

We are looking for someone who is highly organised, is a people person with excellent communication skills, and is enthusiastic about the performing arts.

Our ideal candidate is someone who:

- Has an interest in building a credible fundraising career in the cultural and creative sector and/or event cultivation
- Has the ability to manage multiple competing priorities and deliver on tight deadlines.
- Pays close attention to detail, preferably with experience of proofreading
- Has some research experience or is keen to develop research skills
- Wants to learn new skills and is happy to move quickly from one task to the next
- Is committed to promoting equality, diversity, and inclusivity
- Enjoys working alone on distinct projects that require focus and concentration, but also welcomes working collaboratively with others
- Is confident and can work with lots of different people, unafraid to speak to people face to face, on the telephone or by written communication
- Has strong numerical skills
- Is confident using Microsoft packages



TERMS OF EMPLOYMENT

SALARY

£22,000 per annum.

ANNUAL LEAVE

25 days paid leave per annum, plus English public holidays and bank holidays (normally 8 per year, plus 1 extra in 2023).

PENSION

Following completion of the probation period, provided you are over the age of 21, LIFT offers a Workplace Pension Plan operated by Royal London, whereby we match employee contributions up to an agreed limit.

WORKING HOURS

This is a full-time post, comprising 35 hours per week. Standard LIFT office hours are 10am - 6pm, Monday - Friday. Due to the nature of the role and our sector, some evening and weekend work will be required. LIFT operates a TOIL (time off in lieu) policy.

PROBATION PERIOD

Probation periods are like a trial period for newly recruited staff. It is always at the beginning of the employment relationship. For this role the probation period is 2 months. You may decide this isn't the right role for you or LIFT may choose to end your trial period, extend your trial period or confirm you officially in the role.

BASE

The post is based at LIFT's office at [Toynbee Studios, London](#). We are happy to discuss and flexible working arrangements as requested.

HOW TO APPLY

To apply for the post, please send:

- an up-to-date CV including any voluntary work and current interests,
- a cover letter of no more than one page, or a video of no more than two minutes, explaining why you are excited about this role, why you are excited to work with LIFT, and why you as a person and your skills are a good fit for this role,
- a completed [Equal Opportunities Monitoring Form](#),
- contact details for two references (we will seek your permission before making direct contact with any referees). This could be a current or former employer, a volunteer manager, a university lecturer, a teacher, or someone else with a similar supervisory role.

...to recruitment@liftfestival.com with 'Development Assistant' in the subject line.

Timeline Reminders

Closing date: Extended to 30th March March
Interview date: 7th April 2023
Anticipated start date: As soon as candidate is available

LIFT is committed to be a truly inclusive organisation - from our Trustees and team members to our audience and participants.

We are actively engaged in inclusion, diversity, intersectionality, and anti-racism training and planning. Our ambition is to work together to promote a more inclusive environment, attracting the diverse pool of talent and experience we want to see in our organisation, on our Board, in our work and across the cultural and creative sector.

We strive to treat all job applications equally, regardless of class, age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sexuality, or any other equality characteristic.

During recruitment, the selection panel will be shortlisting based on what qualities, skills and experience you may bring to the role. We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place as required by the Equality Act 2010.

Your personal data will be removed from your application documents before the panel reviews them.

LIFT offers expenses for any travel required for in-person interviews.

liftfestival.com
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