

Northern
Ballet

Candidate brief for the position of

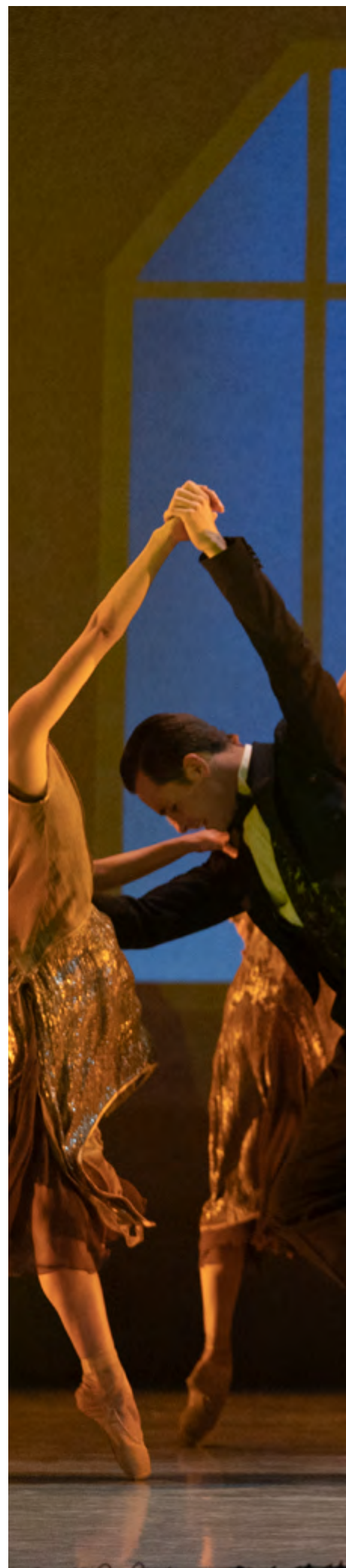
Development Executive - Trusts and Corporates

March 2023



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Front: Sarah Chun in *The Nutcracker*. Photo Bill Cooper.
Above: Northern Ballet dancers in *The Great Gatsby*. Photos Emma Kauldhar.

Who we are

Based in Leeds with a major presence in the city, Northern Ballet tours widely across the UK, creating full-length narrative ballets, mixed repertoire, and productions specifically for children.

We have our own studio theatre in our purpose-built facility in the city centre, programming dance from UK and International companies. Our programme is supported by a wide reaching learning programme and professional training routes provided by our Academy.

Northern Ballet is a registered charity benefitting from regular funding from Arts Council England (ACE) and this is an exciting time as we embrace the ACE strategy, Let's Create, whilst developing our own new five-year vision and strategy for the Company. We have recently been successful in securing an uplift to our core grant, which will total £3,289,000 for each of the years between 2023-26.

We also enjoy support from Leeds City Council and are a key part of the Leeds culture offering. During the recent pandemic, Northern Ballet developed its digital strand creating many short and full-length films and we are keen to build on this success.

Northern Ballet has recently appointed a new leadership team with Federico Bonelli in place as Artistic Director, David Collins in position as Executive Director, and Guy Perricone as Chair. The last two to three years have been challenging for most arts organisations, but having come through Covid we have a strong foundation and exciting new leadership to take the company on to new heights of success.

Northern Ballet's artistic activities and learning and Academy programmes are funded through a variety of different sources including trusts and foundations, corporates and individuals. We are seeking to appoint a Development Executive – Trusts and Corporates to join the Development Team and support trusts and foundations and corporate fundraising. The Development Team have ambitious fundraising targets and this role will play a key part in supporting the Head of Trusts and Foundations and Head of Development to write strong funding proposals and reports for trust and foundations and corporate funders. This role will also lead on the research of new supporters, identifying funders to approach and appropriate projects for support.

Breaking down barriers to world-class ballet

Northern Ballet breaks down barriers to world class ballet, telling unexpected stories that move audiences, across the country and online. We aim to reach as many different people and places as possible with our passionate storytelling, mastery of classical dance technique and live music.

We create innovative full-length ballets and tour these to as wide an audience as possible, alongside pieces from existing repertoire. We are an extraordinary company, rooted in the North, with a national reach unmatched by other arts organisations, and an international profile.

Excellence and diversity are recognised as critical to all areas of the organisation. We are committed to diversifying audiences. We remain committed to the Creative Case for Diversity as Let's Create becomes our focus in 2022/23 and beyond as we embed the four investment principles into our work.

We are proud to deliver more performances than any other British ballet company to the most diverse audiences throughout the UK and beyond. The breadth of the tour is unrivalled by any other and the geographic range of our tour remains hugely important to us for developing relationships with our audiences and funders.

We are committed to producing a programme of new creations and collaborations as well as reviving existing works; performing ballets for children; developing diverse choreographers; continuing the expansion of our digital output, whilst increasing the diversity of those who work for, and with us.

Ballet is still inaccessible for far too many people, but everyone deserves to experience the best of ballet. We want to build the audiences of the future by taking them on a journey from being ballet avoiders right through to becoming ballet lovers.

We break down barriers by:

- Telling stories that connect
- Travelling far and wide
- Impacting communities
- Nurturing exciting and diverse creatives
- Amplifying our mission with digital



A Centre of Excellence



Northern Ballet is one of the world's leading narrative ballet companies.

'A Company that boasts the best dance actors in the world.'

Dance Europe

'Polished, vivacious and expressive'

The Stage on *Made in Leeds: Three Short Ballets*

'Northern Ballet is back with a bang'

The Telegraph on *Dangerous Liaisons*



'Northern Ballet has never been a company to shrink from a challenge'

The Telegraph on *The Great Gatsby*

'A beautifully filmed whirl of pleasure and pain, liberty and confinement'

The Guardian on *Ma Vie*, a Northern Ballet original short film

Nominated Outstanding Company for the 7th year running

National Dance Awards 2022

Nominated Outstanding Female Classical Performance for Antoinette Brooks-Daw in *Merlin*

National Dance Awards 2022

Nominated for Excellence in Touring

UK Theatre Awards 2022

Diversity & Equality

We are proud that 40% of our dancers are from global majority backgrounds and we continue to seek opportunities to further increase diversity throughout the whole Company. We continue with our long term strategy by developing the '[Spotted!](#)' programme at local schools to ensure any child with the potential to pursue a career in ballet is nurtured and supported to do so.

We work to an accessible pricing structure in all venues, with premium tickets available alongside entry prices of around £15. Our Children's Ballets continue to be priced accessibly to reduce barriers to attendance, with an average ticket price of around just £7.

We offer accessible performances for visually impaired patrons through audio described performances in partnership with VocalEyes.

We continue to deliver relaxed performances of Children's Ballets in the Stanley & Audrey Burton Theatre and work with partner venues to encourage and support them to do the same.

At our state-of-the-art studios we deliver [Ability](#), our dance course for adults with learning disabilities and In Motion, our dance course for wheelchair users and each year we hold [Expressions](#), our festival of inclusive dance.

The Academy of Northern Ballet

We offer opportunities for people from all walks of life and of all ages and ability to experience the joy and excitement of dancing. Our [Centre for Advanced Training \(CAT\)](#) delivered in partnership with the Northern School of Contemporary Dance, continues to grow and proves highly successful in providing high quality dance training to young people enabling them to succeed in entering vocational training. CAT graduates from the ballet strand have continued onto training at the Royal Ballet Upper School, English National Ballet School, Central School of Ballet, Royal Conservatoire of Scotland, Elmhurst, the School of Hamburg Ballet and National Ballet of Canada School.

Our [Associate Division](#) offers training in classical and contemporary dance and is a less time intensive course with less focus on progression to a career in dance.

Our [Professional Graduate Programme](#) is an exciting one-year classical ballet finishing course designed to make the connection between full-time training and professional performance.

We also offer a range of Open Classes to children, young people, adults and older people of all backgrounds and ability.



Websites for Further Information

northernballet.com

digitaldance.org

northernballet.com/academy

Northern Ballet Learning

Our Learning Team is committed to creating opportunities for people of all ages and backgrounds to join in and learn about dance. We work in schools, theatres, and community settings across the UK to bring the joy of ballet to as many people as possible. From talks at theatres, to regular weekly specialist dance classes, the team works tirelessly to make ballet accessible to all.

We work in schools to support and encourage an active and creative approach to the curriculum, using the Company's narrative dance works as a tool to develop children's physical and emotional wellbeing through projects such as [Rise](#). Our Early Years work is well-established and uses popular stories to encourage creative movement play with music. We also support teachers and dance practitioners to develop their skills through regular CPD sessions and a range of resources to support the teaching of dance.

Inclusive Dance Practice is key to our success; the team have developed inclusive pedagogy across our output to ensure our teaching methodology is world-class and leading the way in making ballet more accessible. Our specialist courses include Ability, a dance course for adults with additional learning support needs, [In Motion](#), a course for wheelchair users and [Dance for Parkinson's](#). Each year we host [Expressions](#) – a festival of inclusive dance, bringing professional and community dance groups together to perform, learn, and share their passion for dance.

We believe that everyone can enjoy dance. Whether watching or joining in, experienced, or brand new to ballet – all our work is designed to be fun, creative, and inclusive.



The Role

Job Title:

Development Executive –
Trusts and Corporates

Location:

Based in Leeds – Hybrid
working possible with
one day a week minimum
on site

Reports to:

Head of Trusts and
Foundations

Key Responsibilities

Trusts and Foundations

- Managing a portfolio of small-scale trusts and foundation supporters, including writing proposals and reports and stewarding trusts and foundations effectively.
- Support the Head of Trusts and Foundations in the administration of the Trust programme, tracking relationships on the CRM database Spektrix, including logging gifts, sending thank you letters, recording communications, deadlines and invitations etc.
- Being responsible for ensuring Trust supporters are credited accurately in annual reports, production programmes and online, liaising with trusts to obtain correct logos and working with the Communications Team to make sure credits are up to date across external comms.

Corporates

- Support the Head of Development in writing small scale corporate proposals.
- Developing and managing a small corporate prospect pipeline.
- Ensure corporate supporters are credited correctly in annual reports, production programmes and online and working with the Communications Team to make sure credits are up to date across external comms.

Research

- Support Head of Trusts and Foundations and Head of Development in researching and identifying new trust and corporate prospects and adding to the prospect pipeline.
- To support the Head of Trusts and Foundations in liaising with other departments to identify specific projects and productions that might be of interest to Trusts and Foundations.
- To maintain prospect pipelines, working with Head of Trusts and Foundations and Head of Development to regularly review prospect pipelines and the progress of cultivation plans for key supporters across the Development Team.
- Work with the Events Executive to provide up to date research and compile short biographies on event attendees.

General

- Working alongside the rest of the Development Team at supporter events in Leeds and occasionally at other touring locations around UK. Required to work evening events and occasional weekend events.
- Other administrative tasks as and when required to support the wider team.

Development Team

- Be an active member of the Development team, identifying cross-working and income generation opportunities and ensuring best practice is implemented in the use of Spektrix.
- Working towards the agreed annual budget, play an active role in supporting the Development team reach its overall target.

Northern Ballet

- Working with colleagues across the Company to promote the work of Northern Ballet – a powerhouse for inventive dance – and to uphold our principles, vision and values.

Skills and Abilities

Essential:

- Excellent written and verbal communication skills
- Organised with an ability to work to deadlines and with multiple tasks at any one time
- Strong interpersonal skills
- The ability to work as part of a team and with other departments within Northern Ballet
- The ability to work with supporters, manage their needs and expectations
- Excellent administrative and organisational skills
- Good working knowledge of CRM databases and IT programmes, including Word, Outlook, Excel and PowerPoint
- Ability to work flexibly and under pressure
- Ability to work evenings and weekends (Lieu time offered)

Desirable:

- Demonstrable interest in the arts sector
- Experience of working within an arts company
- Knowledge of Spektrix database

Experience

Essential:

- Two years' experience of fundraising within the arts sector
- Evidence of outstanding written communication skills including writing proposals, letters and producing presentations
- Have used a CRM database to record supporter information and track future work plans

Desirable:

- Experience preferably gained in proposal writing
- Knowledge of Spektrix database

Terms

Salary:

£27,000 per annum

Hours:

Full-time, permanent, 35 hours per week. Hybrid working in place. This role involves working evenings & weekends in Leeds so being able to travel to Leeds is essential. The role also involves occasionally working evenings & weekends at other touring locations around UK.

Normal office hours are Monday to Friday, 9.30am – 5.30pm with an hour for lunch.

Annual Leave:

5 weeks paid holiday (each week of entitlement being a normal working week from Monday to Friday) in each holiday year with incremental increases for long service.

Probationary Period:

6 months.

Notice Period:

1 month following probationary period.

Pension:

The Company operates a group personal pension scheme, with contributions from both the employer and the employee. Current contributions are Employer 5.75%, Employee 4.25%. Permanent full and part time staff are automatically enrolled after 12 weeks in post.

12 noon Wednesday 29th March

Interviews will take place in Leeds on 3rd/4th/5th April

Start date: April 2023 onwards

To apply, please send your CV and covering letter to:

e: HRAdmin@northernballet.com