

**Northern
Ballet**

Candidate brief for the position of

Development Executive: Stewardship & Events

September 2024



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Above: Helen Bogatch and Filippo Di Vilio in *Romeo & Juliet*. Photos Kyle Baine.

Cover: Saeka Shirai in *Sketches*.

Who we are

Northern Ballet is a powerhouse for inventive dance, creating and touring narrative dance at various scales nationally and internationally. Bold and confident in our approach, we engage, involve and move our audiences. We reach a diverse range of people through passionate storytelling, a mastery of classical dance technique and an absolute commitment to our leading role as an international ambassador for world-class dance.

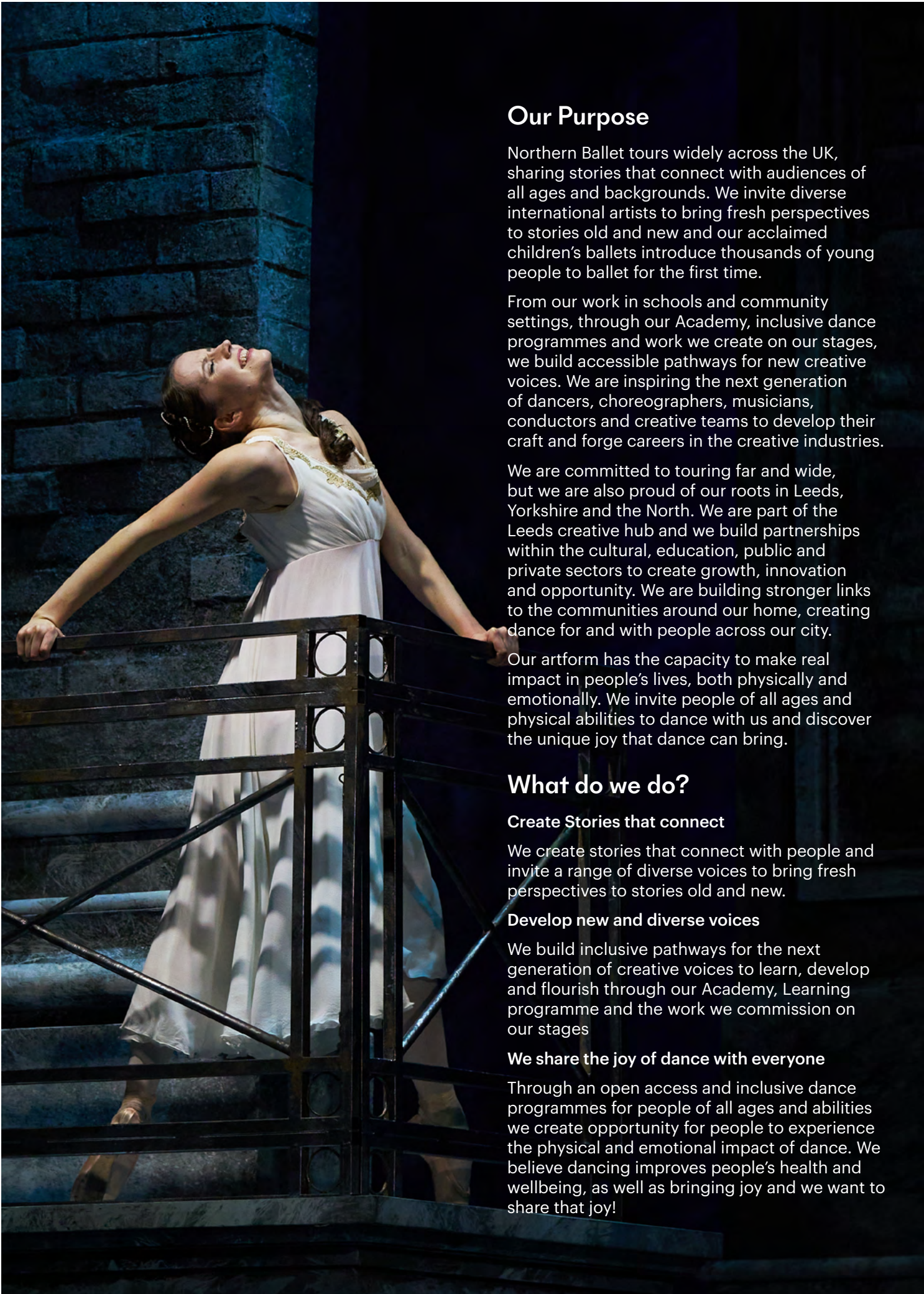
Based in Leeds with a major presence in the city, Northern Ballet tours widely across the UK, creating full-length narrative ballets, mixed repertoire, and productions specifically for children.

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.



Our Purpose

Northern Ballet tours widely across the UK, sharing stories that connect with audiences of all ages and backgrounds. We invite diverse international artists to bring fresh perspectives to stories old and new and our acclaimed children's ballets introduce thousands of young people to ballet for the first time.

From our work in schools and community settings, through our Academy, inclusive dance programmes and work we create on our stages, we build accessible pathways for new creative voices. We are inspiring the next generation of dancers, choreographers, musicians, conductors and creative teams to develop their craft and forge careers in the creative industries.

We are committed to touring far and wide, but we are also proud of our roots in Leeds, Yorkshire and the North. We are part of the Leeds creative hub and we build partnerships within the cultural, education, public and private sectors to create growth, innovation and opportunity. We are building stronger links to the communities around our home, creating dance for and with people across our city.

Our artform has the capacity to make real impact in people's lives, both physically and emotionally. We invite people of all ages and physical abilities to dance with us and discover the unique joy that dance can bring.

What do we do?

Create Stories that connect

We create stories that connect with people and invite a range of diverse voices to bring fresh perspectives to stories old and new.

Develop new and diverse voices

We build inclusive pathways for the next generation of creative voices to learn, develop and flourish through our Academy, Learning programme and the work we commission on our stages

We share the joy of dance with everyone

Through an open access and inclusive dance programmes for people of all ages and abilities we create opportunity for people to experience the physical and emotional impact of dance. We believe dancing improves people's health and wellbeing, as well as bringing joy and we want to share that joy!

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 at the National Dance Awards for 7 years running

Nominated for Excellence in Touring

UK Theatre Awards 2022

Nominated Outstanding Male Classical Performance for Joseph Taylor in *Casanova*

National Dance 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:
Stewardship & Events

Location:

Based in Leeds

Reports to:

Deputy Director of
Development

Main purpose of the job

This rewarding, varied role will include a mix of tasks, including providing comprehensive administration and event management support to deliver exceptional stewardship to our supporters. This is a vital role in supporting the Development teams' ambitious fundraising targets and will offer the opportunity to develop skills across a broad range of areas of fundraising, within a vibrant, internationally renowned ballet company.

We are interested in hearing from applicants who have worked in a similar role or fundraising environment and who have a proven ability to successfully manage key projects with competing priorities, as this will be key to the role.

Key responsibilities

Working closely with the Director of Development and reporting to the Deputy Director of Development the key tasks will be, but are not limited to:

Event management

- Coordination and delivery of a range of cultivation and supporter fundraising events in Leeds and across Northern Ballet's tour locations, including; opening night receptions, benefactor dinners, sponsor hospitality, major donor cultivation opportunities and events involving our Royal Patron
- Organising logistics and expenditure for cultivation and hospitality events, as well as bespoke events for sponsors, both at Company HQ and on tour
- Arranging team travel plans and donor meetings
- Administration of the Development team's ticket holds, communications and guest lists, working closely with the Communication Team's ticket hold lead and the Company Manager to ensure the process is optimised and delivered smoothly across tour dates.

Corporate stewardship

Work with the Deputy Director of Development to deliver exceptional account management to our corporate partners to include;

- Liaising with sponsors and touring venues to arrange and deliver corporate events
- Ensuring adverts, credits and acknowledgments are delivered in line with sponsorship agreements and to Company deadlines.

Individual Giving

- Manage the team stewardship plan- ensuring that all donors receive the benefits, acknowledgement and communication in line with their giving levels and wishes, to support donor retention and uplifts
- Manage, draft and send event invitations via Dot Digital, email and/or hard copy.

Trusts & Foundations

Supporting the Head of Trusts and Foundations by;

- Researching potential new grant giving funders
- Gathering supporting information for applications and reports
- Preparing reports and evaluation information for funders
- Drafting smaller trust applications, with support from the Head of Trusts and Foundations, if needed

General stewardship and administrative support

- Providing effective administrative support on the company CRM database (Spektrix), including updating and general housekeeping, event management and running reports for the team
- Working with the Communications team to identify opportunities to promote Northern Ballet's fundraising and events messaging across a variety of channels
- Undertaking research of potential partners, donors, sponsors and grant giving organisations
- Managing correspondence; reviewing and prioritising emails in the Development inbox, delegating where appropriate and flagging high priority items
- Drafting donor and funder thank you letters and gift receipts
- Ensuring the smooth day to day running of the teams' administrative processes to support wider fundraising activity
- Working with colleagues across the Company to promote the work of Northern Ballet and uphold our Company principles, vision and values
- Ensuring high standards of care for Northern Ballet guests, supporters and partners

Essential Attributes

- Highly organised and able to effectively manage competing priorities, with excellent attention to detail
- Previous experience in an administrative and development role
- Ability and confidence to engage with internal colleagues, partners, suppliers, donors and to represent Northern Ballet at events
- Excellent interpersonal and communication skills
- Some copy writing and/or bid writing experience
- Interest in the work and impact of Northern Ballet
- Experience of planning and delivering events with VIPs
- Experience of working with budgets and monitoring income and expenditure
- Experience of working in the arts or charity sector
- Knowledge of CRM systems, preferably Spektrix
- Excellent team player with a collaborative approach to work

Desirable Attributes

- Knowledge of fundraising and cultural sector in Yorkshire, London and nationally
- An understanding of how to deliver events to maximise supporter journeys- acquisition, engagement, retention and income generation

Northern Ballet strives to understand, respect and champion diversity in all its forms and believes in embracing diversity within our workforce, repertoire and practices. Therefore, we support and encourage people from a variety of backgrounds and experiences to apply. As part of our commitment to the disability confident employer scheme, we guarantee to interview disabled applicants who meet the essential criteria for our vacancies.

If you require any adjustment during any stages of our recruitment process, please contact hadmin@northernballet.com and we will be in touch with you to make the necessary arrangements. Some examples of adjustments could include sending documentation in alternative formats such as large print, braille or audio. Adapting the environment for the interview or allowing additional time for you to answer questions.

Terms

Salary:

£27,000 to £30,000 per annum depending on experience

Hours:

Full-time, permanent, 35 hours per week. Hybrid working in place. This role involves working evenings & weekends when required at touring locations around UK.

Annual Leave:

25 days (full-time equivalent, pro-rated for part-time roles)

Probationary Period:

6 months

Notice Period:

1 month subject to successfully completing 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.

To apply:

Please submit a copy of your CV, along with a covering letter stating why you would like to be considered for this role, to recruitment@northernballet.com by Monday 30 September 2024

Please also complete the [Equal Opportunities form](#) found on our website.

Interviews to take place W/C 14 October 2024 with an ideal starting date of 25 November 2024

Northern Ballet

northernballet.com

