

Northern
Ballet

Candidate brief for the position of

Development Executive

November 2025



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Cover: Northern Ballet dancers in *Merlin*. Photo Tristram Kenton.
Above: Helen Bogatch and Filippo Di Vilio in *Romeo & Juliet*. Photo Kyle Baines.

Who we are

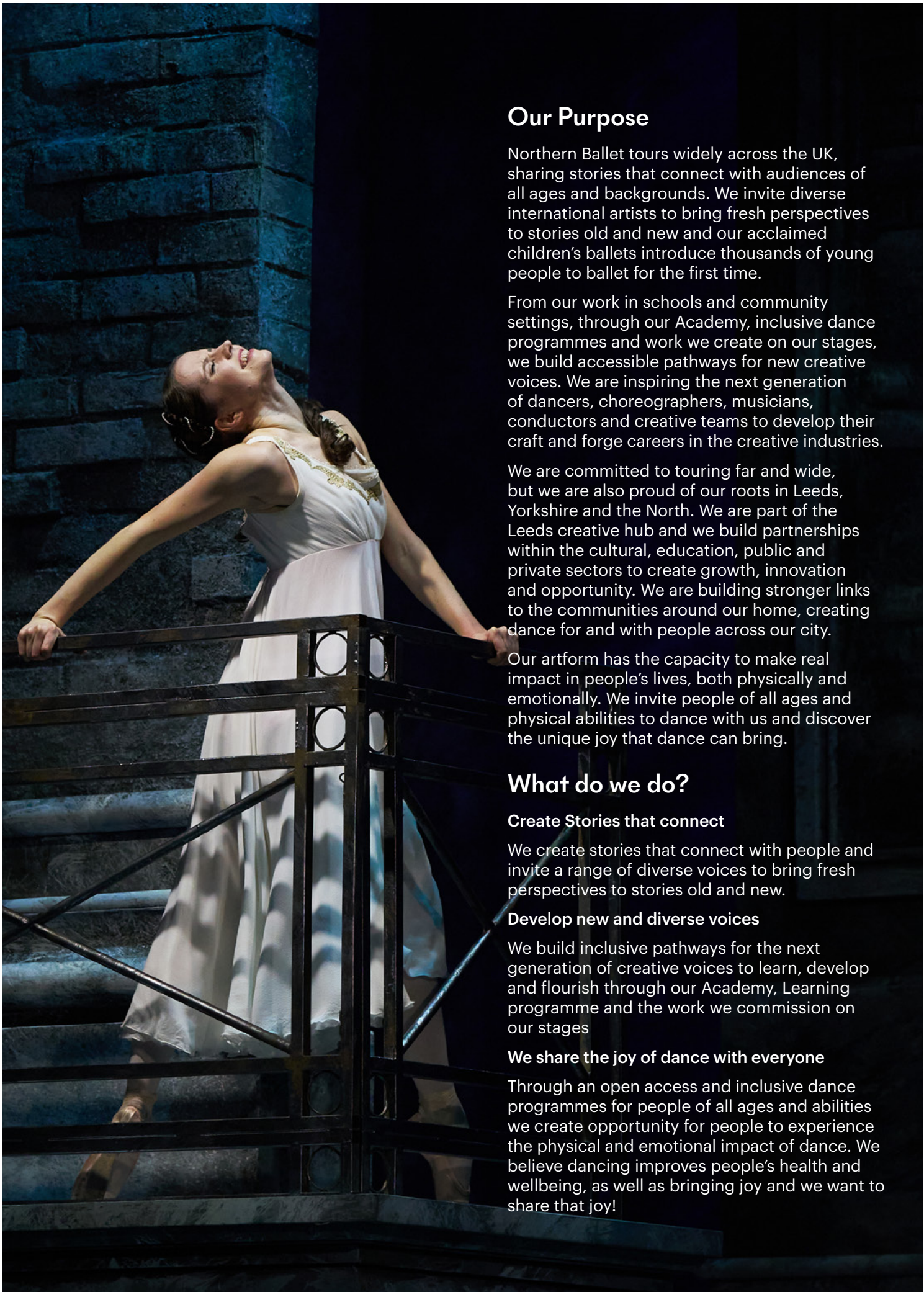
Northern Ballet is a powerhouse for inventive dance, creating and touring narrative dance at various scales nationally and internationally. Bold and confident in our approach, we engage, involve and move our audiences. We reach a diverse range of people through passionate storytelling, a mastery of classical 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 also enjoy support from Leeds City Council and are a key part of the Leeds culture offering.



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

**Nominated Outstanding Company
at the National Dance Awards for 7
years running**

**Winner of the FEDORA - VAN CLEEF
& ARPELS Dance Prize 2025 for
*Gentleman Jack***

Nominated for Excellence in Touring
UK Theatre Awards 2022

'Northern Ballet is back with a bang'
The Telegraph on *Dangerous Liaisons*

**Nominated Outstanding Male
Classical Performance for
Joseph Taylor in *Casanova***
National Dance Awards 2022



**'Northern Ballet has never been a
company to shrink from a challenge'**
The Telegraph on *The Great Gatsby*

**Nominated Outstanding
Achievement in Dance for Sarah
Chun in *Three Short Ballets* at the
Royal Opera House**
Olivier Awards 2025

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 currently 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 and adults 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 experience 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, 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

Department:

Development

Location:

Based in Leeds

An exceptional training opportunity for an aspiring arts fundraiser.

We are excited to offer a fantastic opportunity for a motivated and enthusiastic individual to join our Development team. This role is ideal for someone who is passionate about the arts and eager to build a career in fundraising.

As part of our small, dynamic and purpose-driven team, you will play a key role in helping to grow support for our work. You will bring excellent organisational skills, attention to detail and a commitment to collaborative working and high professional standards. With previous administrative experience, confidence using Microsoft Office, and a background in a customer-focused environment, you will feel at home in this varied, people-focused role.

Alongside your core responsibilities, you will help maintain our organisational database and support the coordination and delivery of a diverse programme of supporter events—ensuring that every guest enjoys an exceptional experience. (Please note that some evening and weekend work will occasionally be required.)

A key feature of this role is the comprehensive training programme built in to support your professional growth. You will receive structured development across all areas of fundraising—including trust and foundation fundraising, individual giving, stewardship, event management and data management. This is a role with real potential; you will learn, grow, and see your work make a meaningful and visible impact.

As Development Executive you will:

- Manage the Spektrix CRM database
- Work alongside colleagues to deliver bespoke supporter events in Leeds and at venues across the UK
- Research and collate data to support fundraising activities
- Work with colleagues to draft funding bids and reports
- Support the smooth running of the Development department
- Be supported with an in-depth training programme to develop your skills as an arts fundraiser

We are looking for someone who:

- Has administrative experience, organisational and time-management skills – able to manage multiple priorities effectively
- Has experience using or an interest in learning how to use CRM systems (ideally Spektrix) to manage data and support fundraising activities
- Is a motivated self-starter with strong interpersonal skills and the confidence to engage with Northern Ballet's supporters
- Has a passion for arts and culture

Responsibilities

Database and Financial Management

- Maintain and update the database, ensuring all information is entered accurately and consistently to support gift administration, including coding and recognition.
- Enter donation information, prepare reports, and liaise with the Finance Department on all aspects of donations.
- Track and monitor income and prospect pipelines
- Administer monthly income reconciliations, identifying and flagging any late or lapsed renewals or payments.

Events

- Support the planning, organisation and delivery of a variety of development events.
- Arrange and coordinate donor visits, including welcoming and hosting supporters.

Donor Engagement

- With the support of the Philanthropy Manager, manage and support the growth of the Northern Ballet Patron programme

Trusts & Foundations

- Work closely with the Head of Trusts and Foundations to learn and develop skills in charitable trust fundraising.
- Carry out prospect research and collate data, case studies and supporting information for applications and reports.
- Draft short reports and applications with guidance and support.

Administration

- Manage all ticket holds and bookings.
- Oversee all stewardship activities related to dancer sponsorship, including arranging introductory meetings, preparing and sending welcome packs, organising rehearsal visits, coordinating Christmas cards, end-of-season updates, casting updates and any required ticket bookings.
- Maintain the stewardship matrix and ensure all key activities and deliverables are met.
- Provide general administrative support to the Development team as required.
- Work within the rules and expectations set out by the Fundraising Regulator and the Chartered Institute of Fundraising.
- Collaborate with Finance and Communications colleagues to ensure compliance with HMRC and GDPR regulations.

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 recruitment@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.

Person Specification

Essential Skills and Attributes

- Good numerical and literacy skills to A Level standard or equivalent.
- Experience working with confidential or sensitive data.
- Experience in a customer-focused environment.
- Previous administrative experience.
- Strong IT skills with good working knowledge of Microsoft Office.
- Ability to act with discretion and maintain confidentiality at all times.
- Excellent attention to detail and strong organisational skills, with a positive and proactive approach to problem-solving.
- Ability to manage multiple tasks and meet deadlines effectively.
- Excellent interpersonal, written and verbal communication skills.
- Ability to work both independently and collaboratively to achieve shared targets and KPIs.

Desirable

- Experience of working or volunteering within a cultural environment.
- Previous experience in a Development or fundraising role.
- Knowledge of databases, ideally Spektrix.

Northern Ballet

- Work with colleagues across the Company to promote the work of Northern Ballet – a powerhouse for inventive dance.
- Aim to create a positive working environment and to uphold our organisational principles, vision and values.

Terms

Salary:
£25,000

Hours:

Our full-time hours are 35 per week. We are open to applications from candidates wanting to work full-time or part-time (e.g. 4 days a week). We are based on Leeds, hybrid working is available

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

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

Closing date for applications:

Thursday 18 December 2025

Interviews in Leeds

W/C 5 or 12 January

A male and female ballet dancer in white, flowing, modern-style costumes are performing a dramatic pose on a stage. The male dancer is in a wide, low lunge, supporting the female dancer who is leaning back with her head tilted upwards. Both dancers are wearing light-colored ballet slippers. The background is a dark, textured stage backdrop.

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northernballet.com