Development Manager

Full-Time: Permanent

www.queens-theatre.co.uk

Closing date: Monday 23rd March 2026 at 9am

QUEEN'S THEATRE HORNCHURCH

Welcome

Queen's Theatre Hornchurch: where your talents find their stage.

Queen's Theatre Hornchurch (QTH) is the producing theatre serving Outer East London & South Essex, with a catchment area of 1 million+ people.

As a community hub, over 220,000 people enjoy the programme each year, including the best in home grown theatre, visiting live entertainment and inspiring community projects.

Behind the scenes, sets & costumes are lovingly created on-site by a highly skilled carpentry workshop, scenic artists, prop makers and wardrobe team.

> We pride ourselves in being more than just a theatre, placing the local community at the heart of all we do.

James Watson, Acting Chief Executive

Queen's Theatre Hornchurch aims to:
Relentlessly prioritise addressing the under representation of those people QTH works with and serves, including an increasing focus on D/deaf & disabled artists and participants.

Increasingly work in different ways off site to engage with new people, often hyper locally in underserved places.

Ambitiously address environmental responsibility in the stories QTH tells and the ways and environment in which these are made and told.

Place QTH firmly at the heart of cultural place making within its sub region through the international, national, regional and local partnerships it facilitates and engages in.

Secure the future of the award winning 21st century producing theatre QTH has developed into during the last 5 years, through increased levels of public and private investment.

About the Role

The Development Manager will play a key role in growing philanthropic and community support for Queen's Theatre Hornchurch. This is a hands-on role focused on delivering fundraising activity, supporting income generation through campaigns, events, partnerships and donor stewardship.

Working closely with the Director of Audiences and Development and colleagues across Marketing, Box Office, Finance and Front of House, the postholder will deliver a programme of fundraising activity including memberships, small to mid-scale trusts and foundations, community fundraising, sponsorship and local business partnerships.

Job title: Development Manager

Reporting to: Director of Audiences and Development

Duration: Permanent

Salary: £33,967

Hours: 39 hours a week, with potential evening and weekends, and public holiday work. Time owed will be repaid in Lieu.

Contract: Full-Time, permanent contract subject to a 6-month probationary period

Holiday: 20 days holiday pro-rata during each holiday year; this raises to 25 days with length of service; plus, public holidays. (The holiday year runs from 1 April to 31 March)

Probation: Six months' probation period (during which there is 2 weeks notice on either side)

Notice period: 2 months' notice following successful completion of probationary period.

The Turn of the Screw 2024 – Photograph by: Manuel Harlan

Main Responsibilities

Fundraising Campaigns & Income Generation

- Develop and deliver audience-focused fundraising campaigns that support theatre programming, community engagement and audience development.
- Identify and implement practical income opportunities, such as round-up donations, maximising Gift Aid and testing messaging at key audience touchpoints.

Events & Community Fundraising

- Plan, promote and deliver fundraising events including donor evenings, community fundraising activities and quizzes.
- Work collaboratively with colleagues and volunteers to ensure events are well organised and provide a positive supporter experience.

Trusts, Memberships & Partnerships

- Research, write and submit applications to small to mid-scale trusts and foundations aligned with QTH's artistic, educational and community activity.
- Review and refresh QTH's membership schemes, sponsorship offers and local business fundraising opportunities.
- Develop proposals to support income from individuals, trusts and community partners.

Donor Stewardship & Supporter Care

- Support and steward donors, members and supporters through appropriate communication, recognition and reporting.
- Ensure donor recognition is accurate and visible across digital, print and in-venue materials.

Digital Fundraising & Communication

- Work with the Marketing team to create fundraising content for email, web and social media.
- Use storytelling to promote QTH's charitable activity and encourage supporter engagement.

Monitoring, Reporting & Compliance

- Maintain accurate donor records using the CRM system.
- Track fundraising income and prepare reports for internal and external stakeholders.
- Ensure all fundraising activity complies with GDPR, Gift Aid requirements and Fundraising Regulator guidance.

Planning & Collaboration

- Contribute to the delivery of agreed annual fundraising plans, supporting the Director of Audiences and Development by tracking activity and progress against targets.

Main Responsibilities Cont.

Planning & Collaboration

- Stay informed about QTH's artistic programme and community work, working with colleagues across departments to support clear and relevant cases for support.
- Build and maintain networks with fundraising colleagues in the arts and charity sectors, sharing learning and good practice with QTH.
- Contribute positively to QTH's inclusive, collaborative and community-focused culture, supporting volunteers involved in fundraising activity where appropriate.

General

- Keep up to date with emerging technologies and industry trends to improve efficiency and customer experience.
- Maintain a working knowledge of the theatre's programme, strategy and business plan.
- Attend staff meetings / training as required.
- Adhere to Queen's Theatre Hornchurch policies & procedures and act as an ambassador for best practice.
- The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post.
- The post-holder may also be called upon to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement for that to happen. Appropriate training and support will be given to carry out any duties of this kind.

Photographed by Manuel Harlan - Handbagged, February 2025

Person Specification

Essential:

- Experience delivering fundraising campaigns.
- Experience stewarding and supporting donors or supporters.
- Experience writing funding application.
- Experience planning and delivering fundraising or community events.
- Strong written and verbal communication skills.
- Experience using CRM or database systems to manage supporter data.
- Understanding of fundraising compliance, including GDPR and Gift Aid.
- Awareness of current fundraising trends and inclusive fundraising practices.
- Proactive, organised and hands-on approach.
- Strong interpersonal and relationship building skills.
- Commitment to inclusivity, ethical fundraising and community values.
- Collaborative, adaptable and solution-focused.

Desirable:

- Knowledge and experience of working in Outer East London / Essex.
- Experience working in an arts, cultural or visitor attraction setting.
- Experience of fundraising in the arts or cultural sector.
- Experience working with local businesses, sponsorship or partnerships.
- Experience delivering community fundraising activities such as quizzes or raffles.
- Familiarity with audience development or community engagement approaches.
- Enthusiastic communicator with an interest in storytelling.

How to Apply

Application deadline:
Monday 23rd March at 9am.

Interviews:
First interview (remote via MS Teams): W/C 6th April 26.
Second Interview (in-person at QTH): W/C 13th April 26.

To submit your application:
Fill in our Application form and Equal Opportunities form at:
www.queens-theatre.co.uk/about-us/qrecruit/
(Applications by CV cannot be considered)

For assistance:
Please contact recruitment@queens-theatre.co.uk.

Queen's Theatre Hornchurch is committed to offering training, mentoring and coaching support to the right candidates who may need to develop skills in areas of the person specification. This can be discussed further at interview stage.

We want to make all opportunities at Queen's Theatre Hornchurch accessible to anyone who wants to apply.

If submitting a written application is not the best way to tell us about your skills and experience, please let us know and we will discuss with you.

We will send questions in advance of first and second round interviews to allow you time to prepare. We may ask for a task or presentation at second round interview.

If you would like an informal conversation **with Kathryn Winter, Director of Audiences and Development** to find out more about the position, in advance of, or whilst you are considering making an application, please contact: recruitment@queens-theatre.co.uk to arrange a mutually convenient time.

Please note for interviews we will reimburse travel expenses, provide BSL interpreters and language interpreters.

The SpongeBob Musical 2024 - Photograph by: Zbigniew Kotkiewicz

Disability Confident

At Queen's Theatre Hornchurch, we are committed to promoting and protecting the physical and mental health of all our staff.

As a Disability Confident Committed Employer, we have committed to:

- Ensure our recruitment process is inclusive and accessible
- Communicating and promoting vacancies
- Offering an interview to disabled people who meet the minimum criteria for the job
- Anticipating and providing reasonable adjustments as required
- Supporting any existing employee who acquires a disability or long-term health condition, enabling them to stay in work
- At least one activity that will make a difference for disabled people.

Find out more about Disability Confident at: www.gov.uk/disability-confident

About Queen's Theatre Hornchurch

Queen's Theatre Hornchurch (QTH) is proud to be a **producing theatre** serving Outer East London and South Essex. Stretching from Stratford in the west to Colchester in the east, with a **catchment of over one million people** within just 30 minutes' travel time, QTH serves as a **vital cultural hub** for communities across the area.

We produce and present bold, engaging and entertaining work on our stages and in our communities, alongside a year-round creative participation programme for people of all ages.

Audiences are guaranteed a **warm welcome** from this three-year winner of UK Theatre's Most Welcoming Theatre, London Theatre of the Year 2020 (The Stage Awards) and 2023 finalist for 8 of the Off West End Theatre award categories for the public's favourite venue.

QTH is poised for its next chapter with the ambition to be a **values-driven charity**, **shaping a programme that belongs to, and reflects, the communities we serve**. Last year (2024/25) was another exceptional year for QTH, with over 95k people visiting us to experience live performance and with a further 35k getting involved in one of our many community participation activities.

QTH's producing scale and partnerships continue to grow. Our production of Moira Buffini's Handbagged toured to 13 venues across England as part of Theatre Nation Partnerships, supported by the National Theatre, reaching over 19k people across 91 performances and forging new producing relationships. Recent and current co-producers include New Wolsey Theatre, Theatre by the Lake, Les Théâtres de la Ville de Luxembourg and the East Anglia Touring Consortium.

We are also partnering with with Rifco, ZooCo, Complicite, Tara Theatre, The Future Laboratory Programme, Separate Doors and Birkbeck University on projects such as touring work, residencies, assistant director placements and the development of new work, including a brand-new musical commissioned with support from Arts Council England due to be announced for summer 2026.

Our annual traditional family pantomime grows in popularity, with *Cinderella* (24/25) welcoming over 29k audiences members seeking their festive fix, as well as a growing and embedded access offer, including British Sign Language within the narrative and an expanded programme of BSL and captioned performances.

QTH **commissions new writing and champions its onward life**. After a successful Hornchurch run, Jonathan Maitland's Wilko transferred to Southwark Playhouse, Leicester Square Theatre and Everyman Theatre Cheltenham. Anne Odeke's Princess Essex, first produced at QTH before being expanded by the Globe Theatre.
Alongside our core produced work we host a **broad range of visiting work**, one-nighters, live music, comedy, family shows and local community groups throughout the year, for a great night out.

Communities work reached over 35,000 participants, spanning 1,720 sessions with 114 partners, from creative health projects to schools' engagement. QTH's Youth Theatre (QYouth) production *The SpongeBob Musical* involved more than 180 young people on and off stage in a sold-out summer production (2024).

Havering Changing, the Creative People and Places programme for which QTH acts as the lead organisation, puts local people in Harold Hill, Orchard Village, Rainham and Romford in the lead of choosing, creating and taking part in arts and culture. In the latest funding round, Havering Changing secured £250k from Arts Council England for April 2025 to March 2026, **supporting community-led programmes** across the borough.

Situated in the borough with the 4th lowest arts engagement in London, and as the 11th fastest changing borough in the country, QTH is leading new local cultural education and creative health voluntary sector partnerships. Each year an astonishing 45% of QTH's audience are new to the Theatre and 61% are from underserved areas.

As a **much-loved registered charity**, QTH receives regular funding from **London Borough of Havering** and **Arts Council England**. This is alongside increasing support from a **generous range of supporters**.

QUEEN'S THEATRE
HORNCHURCH

Queen's Theatre Hornchurch
Billet Lane
Essex
RM11 1QT

Box Office: 01708 443333
www.queens-theatre.co.uk

queenstheatreh
QueensTheatreHornchurch