



Development Assistant

Role Description

Scottish Ensemble Development Assistant (Part time)

Role and Person Specification

Introduction

This is a rare opportunity to join the administrative team of one of the UK's most daring, innovative and exciting musical ensembles. Working with a small, dynamic, non-hierarchical team you will make a vital contribution to this unique organisation working alongside the Development Lead.

We are looking for an enthusiastic individual who is energetic, communicative, flexible, highly organised and a real 'people person'. Working closely with the Development Lead, the Development Assistant assists with all aspects of donor relations, ensuring excellent communications are maintained with *Strings Attached* members including emails and printed newsletters. In addition to this you will be key in looking after our fundraising systems and database. You will assist in designing events for members and be a friendly face for members at them, as well as for audiences in general. You will be crucial in researching and identifying funding opportunities.

This new role is suitable for someone who wishes to kick-start their career in arts fundraising in a dynamic and busy team.

If you would like an informal chat about the job ahead of applying then please contact William Norris at william.norris@scottishensemble.co.uk

Scottish Ensemble Biography

Scottish Ensemble (SE) is the UK's leading string orchestra; a core of outstanding string players who perform together under Artistic Director Jonathan Morton. Based in Glasgow, Scotland, SE inspires audiences in the UK and beyond with vibrant performances which are powerful, challenging and rewarding experiences, crossing genres, styles, musical periods and artistic forms to offer fresh perspectives on classical music.

SE regularly collaborates with high-profile guest artists, from trumpeter Alison Balsom and mezzo-soprano Sarah Connolly to cellist Pieter Wispelwey and violinists Patricia Kopatchinskaja and Nicola Benedetti. SE is also becoming increasingly known for its international collaborations with artists from other disciplines, from dance and theatre companies to visual artists. Starting in 2014, their series of annual cross-artform collaborations has so far included immersive projects with visual artist Toby Paterson; Swedish contemporary dance company Andersson Dance; electronic-classical crossover composer Anna Meredith and visual artist Eleanor Meredith; and, Scottish theatre company Vanishing Point.

Alongside performances across Scotland, SE presents concerts across the UK, London and the globe. Recent invitations to tour abroad have resulted in engagements in Taiwan, China, Brazil, the USA and across Europe, performing at prestigious venues from the Shanghai Concert Hall (China) and the John F. Kennedy Center for Performing Arts (USA) as well as festivals including the Edinburgh International, Edinburgh Fringe and Thuringia Bach Festivals.

SE is also committed to expanding the string repertoire, with recent commissions including new works from John Tavener, James MacMillan, Sally Beamish, Martin Suckling and Anna Meredith.

Scottish Ensemble Mission

To create exhilarating musical experiences that forge new connections between people, places and ideas.

Scottish Ensemble Core Values

- 1) We believe that music is a highly flexible and collaborative art form that can and should make meaningful connections across repertoire, genre, form and discipline.
- 2) We want to create opportunities for musicians to explore and stretch their musicianship, creative and communicative skills, to ensure they are continually developing as artists and as ambassadors for music-making.
- 3) We believe that classical music can be as connected to current audiences, communities and artists as it is to its great, centuries-old traditions, but only when boundaries and conventions are reassessed.
- 4) We celebrate Scotland's diversity and create work to build strong connections across the length and breadth of the country, but also aspire to share our work with international audiences.
- 5) We are responsible global citizens who use resources in a socially and environmentally conscientious way.
- 6) We believe that technology can enable us to explore new artistic opportunities and to share our performances and creative learning work with as wide an audience as possible.

Development Assistant: Role Description

Key information

Job Title	Development Assistant
Terms	<p>Hours: 3 days per week (dpw) plus evenings and weekends at events and performances as required</p> <p>Salary: £20,000 (pro rata, equating to £12,000 for 3dpw)</p> <p>Holiday entitlement: 22 days (pro rata, equating to 12 days for 3dpw) rising by 1 day per year of service to a maximum of 28 days (pro rata - 22 days).</p> <p>Pension: provided by NEST</p> <p>Contract: permanent</p>
Location	Scottish Ensemble offices, Glasgow
Reports to	Development Lead
Role purpose and dimension	Essential role supporting the delivery of Scottish Ensemble's fundraising and development income targets and maintaining relationships with donors and stakeholders, working alongside the Development Lead to do so.
Key external contacts	<ul style="list-style-type: none"> • Trusts and Foundations • SE <i>Strings Attached</i> Members • SE Audiences and Stakeholders • Corporate partners
Key internal contacts	<ul style="list-style-type: none"> • General Manager • Development Lead • Marketing & Communications Manager • Marketing Assistant • SE Board
Financial dimension	<ul style="list-style-type: none"> • Income tracking for Individual Giving donations • Budget management for donor receptions and fundraising events
Key areas for decision making	<ul style="list-style-type: none"> • Updating and managing SE's CRM system • Donor cultivation event management

Role Scope

Key area	Key Responsibilities
Individual Giving (c.40%)	<ul style="list-style-type: none"> • Managing membership processes for SE's <i>Strings Attached</i> scheme (including processing donations, sending reminders, and ensuring prompt thanks) • Planning and coordinating all <i>Strings Attached</i> events, as well as one-off special cultivation events and supporting at these events as required • Supporting the Development Lead with regular mailings and template-based correspondence • Liaising with the Development Lead and Marketing & Communications Manager on the creation of the <i>Strings Attached</i> newsletter and additional development print
Fundraising Administration (c.35%)	<ul style="list-style-type: none"> • Day to day responsibilities in data management and financial processes and ensuring good practices in GDPR • Maintaining SE's CRM system and fundraising filing systems • Processing incoming and outgoing post • Processing membership payments • Tracking income from donations • Assisting with Gift Aid claims as required
Trust Fundraising (c.15%)	<ul style="list-style-type: none"> • Supporting the Development Lead in researching new trusts relevant to SE's business model • Assisting in the preparation of applications, reports, cover letters and updates to all funders
Corporate (c.5%)	<ul style="list-style-type: none"> • Assisting in the creation of corporate sponsorship packs and benefits packages and in planning and delivering corporate events
Other responsibilities (c.5%)	<ul style="list-style-type: none"> • On-the-road touring support as shared by the full SE team • FOH duties at concerts, including greeting guests, distributing tickets and programmes, selling CDs etc. • Compiling guest lists for concert receptions, sending invitations and collating responses • Other duties as appropriate and described, including administrative support to the Chief Executive and General Manager

Person Specification

As an entry-level role the most important attributes we are looking for are a passion for Scottish Ensemble’s work, an effective communicator (verbally and written) and a ‘can-do’ attitude. Any arts administration / fundraising experience gained either professionally or within a voluntary or amateur context is an advantage.

Essential knowledge/experience	<ul style="list-style-type: none"> • Strong administrative experience or equivalent work experience • Passion for live music and the arts
Desirable knowledge/experience	<ul style="list-style-type: none"> • Experience of working for an arts organisation • Experience of database management
Essential Skills	<ul style="list-style-type: none"> • Excellent communication, interpersonal and writing skills • Ability to establish and deliver strong administrative systems • Ability to build positive and constructive relationships with internal and external contacts • A collaborative team player • Excellent time management and organisation skills, with an ability to prioritise and work under pressure • Advanced MS Office skills • Good telephone manner • Diplomacy and discretion
Desirable Skills	<ul style="list-style-type: none"> • Full clean UK driving licence • Experience of using CRM system ThankQ
Special conditions	<ul style="list-style-type: none"> • Applicants must be eligible to work in the UK

While the above specification represents our ideal mix of skills and experience for the role, you should not be discouraged from applying if you don’t meet every single one.

How to apply

To apply, send your CV, accompanied by a cover letter (saved as one document) outlining why you are interested in the position and how you meet our role requirements, to the address below by 5.30pm on Monday 27 September.

Note:

As part of our commitment to a fair recruitment process we ask that you remove names of any educational establishments from your CV and cover letter. All applications will be anonymised before shortlisting occurs.

You may send a video or audio recording in place of a cover letter if you wish.

Interviews will be held during the period 29-30 September.

Applications should be sent to: stuart.burns@scottishensemble.co.uk

We also request that you complete our [Equal Opportunities Monitoring Form](#) – all data is gathered anonymously.