

THE
BELGRADE
THEATRE
COVENTRY



Development Officer

CANDIDATE PACK

HELLO

+ WELCOME!



Thank you for your interest in this role. It's an exciting time to join the Belgrade Theatre, as we springboard into the future, building on a completed £5.5m capital project, leadership change and ACE Uplift to a Band 1 organisation.

The Belgrade Theatre is one of the largest professional producing theatres in the West Midlands, engaging 250,000 people annually through high quality performances, training, education and community outreach. We have two auditoria (858 and 250 seats), four studios, a production workshop, café, bar, new conferencing facilities, and a digital innovation space.

In January 2022, Laura Elliot and Corey Campbell took over the leadership of the organisation, and are implementing ambitious plans that build on the theatre's rich history of pioneering theatre, participation, and talent development and realise a lasting place of sanctuary for creatives and communities.

**BELGRADE
THEATRE**

Our mission and values



NEW VALUES TO INSPIRE

ACTING TOGETHER: We believe by collaborating and co-creating, we'll be greater than the sum of our parts, working collectively to the power of Coventry's people.

COME AS YOU ARE: We believe in providing an inclusive experience to ensure everyone who encounters us can do so as themselves, and that lived experience empowers the LIVE experience.

ALWAYS EVOLVING: We believe in learning and ambition. Each step we take propels the next, and every exit can become a new entrance.

OUR STRATEGIC PRIORITIES

REPUTATION: Grow the profile of the Belgrade as a centre for transformative theatre, contributing to the cultural profile of Coventry and wider region.

RESILIENCE: Future proof the organisation, securing long-term financial and environmental sustainability.

INCLUSION: Embed diversity, access and inclusion in every aspect of what we do.

A NEW MISSION TO PURSUE:

To lead a people-first, creative powerhouse, providing transformative experiences, diverse storytelling, mutual learning and enrichment.

AS A STAGE FOR COVENTRY:

We produce and present performances that celebrate our city's diverse stories, artists and communities, and share them with the world; building a reputation for diverse, inspirational theatre.

AS A THEATRE OF LEARNING:

We invest in our region's talent, using our facilities and staff to provide training and opportunities for the next generation of artists and leaders.

AS A THEATRE OF TRANSFORMATION:

We provide space and opportunities for people to explore their creativity and enrich their health, belonging and education.

Over the next 3 years we will lead a 'people first' approach; prioritising co-creation and cultural democracy; aiming to be a leading example of an inclusive learning theatre that sits at the heart of its community.

**BELGRADE
THEATRE**

Job description



Development Officer

Location: Coventry

Department: Development (Membership)

Contract: Permanent | Full-time (39 hours per week)

Salary: £28,000 per annum

Closing Date: 21/07/2025

Do you want to help build a stronger, more connected community through theatre?

The Belgrade Theatre is looking for a driven and personable Development Officer to join our Audiences Team. This is an exciting opportunity to make a real impact by helping us secure vital funding and support that powers our education, talent development and participation work.

As a registered charity, we rely on the generosity of our audiences, members, and donors. This role is perfect for someone with a passion for fundraising and relationship-building who wants to grow within a supportive and ambitious arts organisation.

Please note: Applicants should live within commuting distance of Coventry.

About the Role

Working closely with the Director of Audiences and Growth and colleagues across Communications, Box Office, and Front of House, you'll be a vital link between the Belgrade and our supporters. You'll lead the stewardship of our membership and subscribers' scheme, manage frequent attender and donor relationships, support fundraising events and campaigns, and contribute to the roll-out of our corporate sponsorship strategy.

You'll help build relationships that reflect the Belgrade's commitment to equity, diversity, inclusion, and accessibility – ensuring supporters feel valued and inspired.

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Job description (cont)



Key Responsibilities

- **Grow, retain and steward members and donors across a range of giving levels.**
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- **Lead the day-to-day management and development of the Belgrade's Membership Scheme.**
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- **Help deliver fundraising campaigns for specific projects, shows, and events.**
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- **Support the creation and delivery of corporate sponsorship opportunities.**
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- **Be the first point of contact for donors, supporters and frequent attenders, maintaining excellent relationships.**
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- **Work with Box Office, Front of House, and Communications to deliver a high-quality journey for members, subscribers and donors.**
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- **Research and cultivate new fundraising prospects and donor opportunities.**
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- **Maintain and develop the contact database (Spektrix), maximising data capture.**
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- **Manage the processing and recording of donations and Gift Aid claims.**
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- **Assist in the planning and delivery of fundraising events and impact reporting.**
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- **Use tools like Dot Digital and Google Analytics to support targeted communications and evaluate campaign performance.**
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What We Are Looking for In You

You'll be a warm, confident communicator and relationship-builder, capable of working collaboratively across teams and independently managing your own workload. You'll have a clear passion for the arts and a genuine commitment to accessibility, equality, and inclusion in everything you do.

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Job description (cont)



Essential Skills & Experience

- Experience in fundraising, development, audience engagement or membership management—preferably within the arts, heritage, charity or cultural sectors.
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- Confidence writing persuasive, targeted copy for a range of platforms and audiences.
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- Experience working with a CRM system (we use Spektrix) and understanding of data management.
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- Proven ability to build relationships with donors, supporters, and stakeholders.
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- Strong organisational skills with the ability to manage multiple tasks and deadlines.
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- Confident user of Microsoft Office, including Word, Excel, Outlook, and PowerPoint.
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- Attention to detail, self-motivated, and target-driven with a positive, solutions-focused attitude.

Desirable Skills

- A fundraising qualification and/or knowledge of fundraising regulations.
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- Experience of working in the arts, cultural, or heritage sector.
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- Knowledge of the theatre landscape, both locally and nationally.
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- Budget management experience.
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- Understanding of ticketing and box office operations.
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- Knowledge of SEO, Google Analytics, and digital communications.
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- Experience supporting the marketing of fundraising campaigns and membership schemes.

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Job description (cont)



What We Offer

- **Flexible hybrid working options**
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- **A supportive and inclusive team environment**
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- **28 days annual leave, rising to 33 with service**
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- **Auto-enrolment into our pension scheme (NEST)**
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- **Opportunities for professional development**
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- **Time off in lieu (TOIL) for occasional evening/weekend work**

How to Apply

Please send your CV and a cover letter to recruitment@belgrade.co.uk with **'Development Officer'** in the subject line by Monday 21 July 5pm.

In your cover letter, tell us:

Why you want to work at the Belgrade Theatre?

How your experience and skills make you a great fit for the role?

Our Commitment to Equality

The Belgrade Theatre is proud to be a Disability Confident Employer. We are committed to making our recruitment process inclusive and accessible to all, if you need any adjustments or support during any point of your application process, please do let us know using the email address above with the subject line **'Application Assistance'** and we will endeavour to support your application any way we can

Let's tell powerful stories together.

Apply now to help shape the future of arts marketing at The Belgrade.

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BELGRADE



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**ARTS COUNCIL
ENGLAND**

Belgrade Theatre Trust
Registered Charity Number 219163



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SHARING



OUR
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SINCE



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THE PLACE TO

