

 **e** Orchestra of the
Age of Enlightenment



Development Director

Welcome to the OAE



Thank you for your interest in applying for the role of Development Director with the Orchestra of the Age of Enlightenment. This recruitment pack should contain all the information you need to put together a successful application, but if you need any further information or to receive this pack in an alternative format, please email recruitment@oae.co.uk or call 02081599184.

We are always striving to make the OAE an exciting and inspiring place to work and this couldn't be better represented by our relocation to Acland Burghley School in north London, more of which, later.

If you want to explore more of what the OAE does, we would suggest delving into some of our videos on our [YouTube channel](#), especially our popular video [Introducing the Baroque Theorbo](#). We are also very proud of our newly renovated offices in the school, so why not have a look at our [office](#) and [library](#). Finally, if you would like to find out more about the Orchestra, how we began, what it means to be 'a period instrument orchestra' and how we our run by our players, have a look at this [blog post](#) on our website.

We look forward to receiving your application.

Crispin Woodhead, OAE Chief Executive





About the OAE

The Orchestra of the Age of Enlightenment (OAE) specialises in historically informed performance. It is governed by its players and works with its Principal Artists who include Sir Simon Rattle and Sir Mark Elder as well as soloists such as Nicola Benedetti, Roderick Williams and Gerald Finley. The Orchestra aims to bring the very best of the period music tradition to today's audiences in performances characterised by artistry, integrity and adventure.

The OAE is Resident Orchestra at Southbank Centre and Associate Orchestra at Glyndebourne Festival Opera. The orchestra tours globally and, through a wide range of education projects, engages with thousands of people across many parts of Britain.

In 2020, we became the very first orchestra in the UK to take up residence in a school. We are immensely proud of our embedded education partnership with Acland Burghley School, and that we can share the next chapter of the OAE story with the wider Camden community.

In October 2020, we launched our digital subscription platform, [OAE Player](#), which features over fifty new music performance videos, created specifically for an online audience and filmed in-house by the OAE's digital team.



Role overview

Responsible to: CEO

The OAE's Development Director is responsible for a team which raises over £1m annually. The successful candidate will manage our fundraising strategy which supports concert activity, education work and our residency in Acland Burghley School. The Development Director is a member of the Senior Management Team, reporting directly to the CEO and overseeing the running of the Development Department, currently: Head of Development, Head of Individual Giving, Development Manager, Box Office & Data Manager and Development Officer.

This role is an excellent opportunity for a motivated and highly experience fundraiser to steer an extremely successful Development Department with a wide range of fundraising streams including Trusts & Foundations, Corporate partnerships and Friends & Patrons schemes. The OAE has a loyal and generous family of supporters at all levels and the successful candidate will work closely with this important group to create and strengthen relationships and add value to their relationship with the Orchestra.



Key responsibilities

Strategy

- Review the current development strategy in consultation with the CEO and make recommendations for change as appropriate to maximise its effectiveness
- Develop strategy for increasing income and loyalty from each of our donor groups: individuals (particularly major donors, but also lower-level supporters), trusts & foundations, corporate sponsors, appeals and legacies
- Develop initiatives for linking fundraising efforts to the Orchestra's artistic programming and marketing strategy
- Contribute to the artistic direction of the Orchestra to help maximise the philanthropic draw of the OAE's performances
- Set, review and achieve annual development targets

Leadership

- Lead the implementation of the development strategy, including taking personal responsibility for developing and nurturing our top supporters
- Work with other members of the Senior Management team, the Board and the OAE Trust to ensure the continued financial health of the Orchestra
- Lead and manage the Development team, ensuring that all areas of the department are correctly resourced and all relevant legislation is followed

Management

- Attend and prepare reports for OAE Board and OAE Trust meetings
- Support the activities of the OAE Trust in consultation with its Chair
- Plan and oversee a programme of cultivation events for donors to develop their affinity to the Orchestra, and for prospective donors and sponsors



Person specification

Essential:

- A proven track record of strategic fundraising, successfully achieving annual targets of over £1m
- Experience of working with Board members and other senior volunteers as well as high-net-worth individuals, patrons, members and performers
- Excellent communication, writing and proof-reading skills
- Experience of managing a team, with rigorous attention to best practice in HR, employee retention and personal development
- A collaborative team player with a creative flair for identifying new streams of fundraising and relating these to artistic activity
- Knowledge of Tessitura, Raisers Edge or similar CRM database
- A comprehensive knowledge of classical music, particularly the world of historically informed performance



Acland Burghley School

In summer 2020 the OAE moved into Acland Burghley School in Camden, North London. The residency – a first for a British orchestra – allows us to live, work and play amongst the students of the school.

Three offices have been adapted for our administration team, alongside a recording studio/library. The Grade II listed school assembly hall is used as a rehearsal space, so for the first time, we are all in the same place: players, staff and library!

The school is not just the OAE's landlord or physical home. Instead, it offers the opportunity to build on twenty years of work in the borough through OAE's long-standing partnership with Camden Music. Having already worked in eighteen of the local primary schools that feed into ABS, the plans moving forward are to support music and arts across the school into the wider community. This new move underpins the OAE's core 'enlightenment' mission of reaching as wide an audience as possible.

The move has been made possible with a leadership grant of £120,000 from The Linbury Trust, one of the Sainsbury Family Charitable Trusts. Their support has facilitated the move to the school and is underwriting the first three years of education work.



How to apply

Please apply by completing the application form and sending it along with your cover letter to Edward Shaw, General Manager, at recruitment@oae.co.uk.

Deadline

17:00 on Thursday 3 November. Applications received after the deadline may not be considered.

Equality & Diversity Monitoring

We request that all applicants complete our online [Equality and Diversity monitoring form](#).

Interviews

Short-listed candidates will be invited to interview the week commencing Monday 7 November 2022 to be held at the OAE's Office in Tufnell Park, London.



Information

Safeguarding

If we make you an offer of employment following a formal interview, employment with the OAE will be conditional on completing a self-disclosure form and passing an enhanced DBS check. If you have been resident overseas for three months or more in the past five years, we will also apply for a criminal record check in that country. Candidates will also be required to provide the details of at least two referees when applying. As the OAE is based in a school, we expect all candidates to familiarise themselves with the fundamental concepts of safeguarding. For more information, please visit the [NSPCC website](#).

Equality

As an equal opportunities employer, we welcome applications from all suitably qualified persons. However, as Black, Asian and minority ethnic (BAME) and disabled people are currently under-represented within the OAE, we would particularly welcome applications from BAME and disabled applicants. All appointments are made on merit.

Eligibility to work

All applicants should be eligible to work in the UK. If you are invited for interview you will be required to bring your passport and any relevant visas or permits to prove your eligibility to work in the UK.

Candidates must be over 18 years of age.



Terms of employment

Salary: Commensurate with experience – please submit your salary expectations when applying

Tenure: Permanent

Contract: Full time

Holidays: 25 days per year plus all statutory holidays

Pension: The OAE operates a workplace pension scheme

Probationary period: Probationary period of three months. Notice during probationary period of one month and three months' notice thereafter

Office hours: 9.30am – 5.30pm at the OAE offices, Acland Burghley School, 93 Burghley Road, London NW5 1UH.

Flexible working: The OAE operates a flexible working policy. The demands of this role are such that the successful candidate will be required to spend the majority of their working hours in the OAE's office or at various locations around London and occasionally around the UK.

Benefits: All staff receive annual health benefits including free eye tests and winter flu jabs. The OAE offices usually close over the Christmas period to mirror state school holidays (given in addition to annual leave entitlement). All staff are also entitled to TOIL for hours worked in evenings and at weekends. These benefits do not form part of the contract of employment.

The Orchestra of The Age of Enlightenment is a Registered Charity No. 295329 and a Registered Company No. 2040312