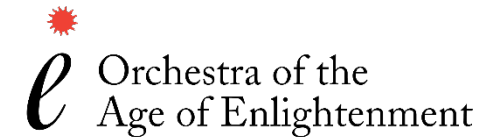




**Development Officer  
(Philanthropy & Business)**



# Welcome to the OAE



Thank you for your interest in applying for the role of Development Officer 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](mailto: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, of which more 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 are 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**



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**



# 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.





# Role overview

**Responsible to:** Head of Individual Giving

The OAE Development team raises over £1.3mn annually. The Development Officer will play a key role in securing funds towards this target from individual supporters and businesses.

The successful candidate will collaborate with the Development team to raise funds for the OAE's concerts, tours, education programs, and its partnership with Acland Burghley School, where the OAE rehearses and has its offices and library.

The OAE has a loyal and generous family of individual supporters. This new role will support the Head of Individual Giving and Development Director to raise funds from individuals (predominantly high-net worth individuals) and businesses.

As part of this role, the successful candidate will be expected to liaise with our current supporters, as well as carrying out research to identify new supporters for the OAE. Working with the Head of Individual Giving and Development Director, they will build the OAE's family of major supporters (those contributing £10k+ per year) and support from businesses through corporate partnerships and sponsorship. The post-holder will also work on the OAE's legacy programme, producing communications and events for those OAE supporters who are choosing to leave a gift to the OAE in their will.

In addition to this role, the Development team consists of a Development Director, Head of Individual Giving, a further Development Officer (Memberships and Events), Head of Grants, a part-time Trusts and Foundations freelancer (0.1 FTE) and a Ticketing and Data Manager (who works 50:50 with Development and Marketing).





# Key responsibilities

## Philanthropy

- Support the Head of Individual Giving to deliver the Patrons' programme
- Support the Head of Individual Giving, Development Director, and in liaison with the Head of Grants, to deliver a programme of cultivation for current supporters, which aims to elicit increased support from donors
- Deliver campaigns, in liaison with the Head of Individual Giving, to raise funds for OAE projects, including artistic projects, education projects and delivery of the OAE-Acland Burghley School partnership
- Assist the Head of Individual Giving and Development Director in communications with high-level donors, producing materials, sharing reports, in coordination with the Head of Grants

## Research

- Conduct research for the Development department using various methods, including:
  - Our Tessitura database
  - Collaborating with the Southbank Centre
  - Engaging with UK touring partners
  - Working with the OAE Board, Trust, Honorary Council, and other stakeholders
- Work across the Development Department and OAE to arrange meetings for OAE staff to meet with new prospects, producing briefing notes and, where appropriate, attending meetings



# Key responsibilities

## Businesses

- Maintain the OAE current group of corporate supporters: arranging tickets, inviting to events, exploring opportunities to collaborate, making sure contracts are up to date
- Arrange events for existing corporate supporters
- Support the Development Director in sourcing new high-level partnerships with businesses, producing proposals, contacting relevant business employees and liaising with OAE Board, Trust and Honorary Council about prospects

## Legacies

- Support the Head of Individual Giving in delivery of the OAE's Legacy strategy
- Arrange a programme of events for Legacy pledgers
- Support the Head of Individual Giving in producing communications about giving a legacy to the OAE





# Person specification

## Essential

- Strong writing skills and attention to detail
- Experience of working in a fundraising environment
- Excellent IT skills including experience of using fundraising databases
- Strong people skills
- Ability to work under pressure and deliver to tight deadlines
- Some knowledge of the arts sector and an interest in classical music

## Desirable

- Experience of working in the performing arts
- Experience of working in a small team
- Experience of using Tessitura
- Experience of using design tools (e.g. InDesign, Canva or Photoshop)



# 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, Chief Operating Officer, at [recruitment@oae.co.uk](mailto:recruitment@oae.co.uk).

## Deadline

17:00 on Friday 6 June 2025. 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

Shortlisted candidates will be invited to interview during the week commencing 9 June 2025, 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:** £28,000 gross per annum

**Tenure:** Permanent

**Contract:** Full time

**Holidays:** 20 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 two 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 OAE also operates a Time Off in Lieu policy.

**Benefits\*:** Complimentary OAE concert tickets; cycle to work scheme; free winter flu jab vouchers and eye test vouchers; lunch, tea & coffee provided in the OAE office; additional annual leave over the Christmas period.

\*Please note these benefits are non-contractual and subject to change without notice.

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