

 **e** Orchestra of the
Age of Enlightenment



**Development Officer
(Events & Membership)**

Welcome to the OAE



Thank you for your interest in applying for the role of Development Officer (Events & Membership) 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, 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 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 Officer



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.

"Britain's indisputably best period instrument ensemble"

The Independent



Role overview

Responsible to: Head of Individual Giving

The OAE Development team raises over £1.3m annually. Gifts from Individuals make up a significant proportion of our fundraising income and the Development Officer will play a key role in securing funds towards this target.

The successful candidate will work with the Development team to raise funds to support the OAE's concert activity, education work and our pioneering residency in Acland Burghley School, where the OAE rehearses and has its offices and library.

The OAE has a loyal and generous family of individual supporters, and you will support the Head of Individual Giving in the delivery of high-quality stewardship for these supporters through accurate record keeping on our database, Tessitura; effective and regular donor communication; and assist in running special events. You will also work with the Development and wider OAE team to provide administrative support across all aspects of fundraising.

In addition to this role, the Development team consists of a Development Director, Head of Individual Giving, a further Development Officer (Philanthropy & Business), 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).

"The OAE seems unusually blessed in attracting interesting, passionate music-lovers whose support and commitment enriches our own musical experience."

Lisa Beznosiuk, OAE Principal Flute



Key responsibilities

Events

- Devise and deliver bespoke live and virtual events for current and prospective OAE supporters
- Research and provide logistical support for Patron & Friend trips
- Attend OAE events to steward and cultivate relationships with current and potential donors

Communications

- Work with the Marketing Department to ensure that supporters are correctly credited within the Orchestra's programmes (print & digital) and other publicity material throughout the year
- Work with the Marketing Department to ensure quality and consistency across all Development publications, including proof reading
- Assist in the annual supporters' magazine, 'Enlightenment'

OAE Friends

- Assist in the delivery of the Friends recruitment strategy as well as upgrading existing Friends through our membership structure and creating recruitment and retention literature
- Manage any enquiries, renewals and donations from Friends
- Set up direct debits with the support of the Finance Officer
- Oversee the delivery Friends' events throughout the year including open rehearsals
- Set-up and manage the Friends' area at Southbank Centre events
- Maintain the 'Support Us' area of the OAE website



Key responsibilities

Administration

- Keep up to date records on our Tessitura database including Friends, Patrons, Trusts & Foundations, Corporate Partners
- Work with colleagues to ensure the timely payment and processing of donations, ticket income, invoices and processing accurate Gift Aid reports
- Ensure Development Department budgets are kept up to date at all times
- Assist and deputise for the Ticketing and Data Manager to ensure the smooth running of the Box Office
- Assist on prospect cultivation and due diligence
- Attend occasional meetings held by Tessitura and the Southbank Centre Tessitura consortium to support the maintenance of our CRM

Team assistance

- Assist in the writing of applications, processing, and reporting for grants from Trusts and Foundations
- Assist with account management for the OAE's existing corporate supporters including securing renewals and delivery of benefits
- Assist in the creation of a comprehensive Toolkit of marketing materials to illustrate the breadth of the OAE's work and clearly convey the opportunities available for organisations to support the Orchestra



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, a 1,200-pupil state comprehensive school in Camden, North London. The residency – a first for a British orchestra – allows us to live and work amongst the students at the school.

Three offices have been adapted for our administration team, alongside a filming studio and library. The Grade II listed school assembly hall is used as the OAE's 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; this pioneering partnership - now recognised nationally - gives the majority of students their first encounter with live orchestral music as well as providing students with opportunities to build creative, technical and administrative skills. This partnership underpins the OAE's core 'enlightenment' mission of reaching as wide an audience as possible.

The move to Acland Burghley School was made possible with a leadership grant of £120,000 from The Linbury Trust, one of the Sainsbury Family Charitable Trusts. Theirs and others' support enables us to maintain our base at ABS and produce a year-round programme of work at the school.

This imaginative partnership takes collaboration between professional artists and the public education system into new and exciting territory in which creativity has a part to play in all aspects of the curriculum."

Sir Nicholas Serota, Chair, Arts Council England



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.

Deadline

9:00 on Friday 20th March 2026. Applications received after the deadline may not be considered.

Interviews

Interviews will be held the week commencing 23rd March 2026 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 passing an enhanced DBS check. 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.

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.

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