



**OT** ORANGE  
TREE  
THEATRE

A powerhouse of independent theatre

**DEVELOPMENT DIRECTOR**  
Recruitment Pack

*Yellowman*, photo by Ali Wright

If you would like this job pack in another format, please contact Sarah Murray at [sarah.murray@orangetreetheatre.co.uk](mailto:sarah.murray@orangetreetheatre.co.uk)



Hello, thank you for your interest in the role of **Development Director** at the Orange Tree Theatre (OT). There has never been a more exciting time to join the OT. Following a year of renewal, growth and change under a new leadership team, we are in a superb place organisationally. Ticket sales are breaking records, membership and patron signups are growing, we have secured some of our biggest donations in the last year, we are deepening our engagement within the local and artistic communities, and we have been nominated for [Best Fringe Theatre at the Stage Awards](#). We also have planning permission for a transformational capital project which will make our front of house spaces more accessible, community facing, contemporary and sustainable. This is where you come in. Though we wanted to give you a bit more info about what it's like to work at the OT before we get to the job stuff. Because how we work is important to us.

We're a sociable core team of around 20 people in a dog friendly office, with plenty of local green spaces, pubs, restaurants and independent coffee shops. We know that work life balance is vital for our mental health, and we offer flexibility with working from home, though as our business is about live connection and people, and we foster peer-to-peer learning at the beginning stages of careers, we ask that core staff work from the office at least 60% of the time, depending on the role and specific requests. Holiday is encouraged, and each employee gets 21 days plus bank holidays, increasing by 1 day for each year of service, capped at 25 days per year. TOIL and flexible hours are also offered.

We buy the team lunch before every press night in recognition of a long day. All staff attend first day rehearsal read throughs and end of week rehearsal room drinks, press night parties and events, and we have regular socials (usually with pizza) in and around Richmond riverside and the green. Alcohol, meat, dairy and gluten free lifestyles are always welcome.



*Richmond Riverside*



**Some of the OT dogs (left to right): Hastings, Mr Magoo & Koby**



You may recognise Richmond Green from the recent Apple TV hit *Ted Lasso*, we can confirm it is just as pretty in real life. Richmond park is a stroll away and we are 9 minutes from Clapham Junction, 16 minutes from London Waterloo, and connected by the district line to central London and the overground to north and east London. Some current staff are North, East, South London-based, others live locally in Richmond, Mortlake, Twickenham, Isleworth or Brentford, and others commute in from Surrey, Berkshire and Sussex. It truly is a beautiful place to work.

Our work happens across three buildings that are closely connected. We have two rehearsal rooms, a set building workshop, offices over three floors and a bar which is often a hub of creativity filled with actors, creatives and stage managers, and staff get a 40% discount with free tea and filter coffee.

We work hard and we have fun while doing it, because theatre is fun. Most importantly we want staff to experience different types of theatre and plug into the industry, so we pay for a monthly core staff theatre trip and our artistic team lead monthly staff script readings. There are opportunities for personal development, and we encourage all staff to take part in training and upskilling as we recognise that we are happiest when we are learning.

Equity, diversity and inclusion sit at the heart of the OT, and we are continuously evolving our practices to be responsive to change. We have a Diversity and Inclusion committee of the Board and recent staff training has included anti-racism, allyship, conscious inclusion, deaf awareness, disability awareness and anti-ableism. Our Code of Behaviour is reviewed annually, and all staff and freelancers are required to adhere to it.

If you have any doubts about whether you'd enjoy working at the OT, please feel free to get in touch with our General Manager, Sarah Murray, for an informal chat: [sarah.murray@orangetreetheatre.co.uk](mailto:sarah.murray@orangetreetheatre.co.uk).

## Background of the OT

The OT was established in 1972 with a circle of chairs in a room above the Orange Tree pub, over the road from our current home. It is now one of the most exciting theatres in the UK and a key player in the national ecology. Early shows were produced at lunchtimes and lit by daylight through the windows. From the outset, the OT enjoyed a high level of community support and local engagement, and it produced an adventurous programme of European work, rediscovered classics, and new writing. Early on, the OT initiated work with local schools, including the Primary Shakespeare project that continues to this day. In the early 1990s, supported by ACE, the London Borough of Richmond Upon Thames, and local trust funding, the OT moved into a purpose-built theatre-in-the-round, which now seats 180 plus 10 standing. Founding Artistic Director Sam Walters ran the theatre until his retirement in 2014, when the long-term ACE grant also ended.

From 2014 until 2022, the theatre was led by Paul Miller, whose tenure combined rediscoveries and new writing, launching many careers and partnering with the Manchester Royal Exchange, RSC and National Theatre. During this period, the theatre's funding was rebalanced with a strong network of individual giving including up to a thousand Members and Patrons.

The current leadership team of Hanna Streeter (Executive Director) and Tom Littler (Artistic Director) are transporting the OT forward with a strategy that takes us from strength to strength. The ambitious programming and casting is attracting new commercial co-producing partners, while maintaining the OT's commitment to combining classics and rediscoveries with new writing and investing in new artists and the community.



*Two of the OT buildings: the main theatre, and the rehearsal rooms and workshop a 2-minute walk from Richmond Train station*

## Job description



**Job Title:** Development Director  
**Responsible to:** Joint CEOs  
**Responsible for:** Development Officer, Memberships & Sales Assistant (Development), Development Associate (part-time, fixed term), Freelance Bid Writers, additional project fundraisers as required.

**Purpose of role:** We are looking for an entrepreneurial and imaginative new Development Director to join us one year into a successful growth-oriented business plan, while leading on fundraising for an exciting £4m capital redevelopment project centred around access, community & sustainability. This project may require additional fundraising support staff to be recruited. The Development Director will lead on fundraising for the OT, working with the Joint CEOs to develop and deliver the fundraising strategy and achieve an annual fundraising target of circa £500k. This will primarily involve establishing and nurturing relationships with patrons and major donors, developing income from Trusts and Foundations, overseeing and developing the existing membership scheme and working with a newly established Development Board.

As an independent theatre operating without National Portfolio funding from Arts Council England, fundraising is vital to our success and the Development Department will be supported at all levels, including a highly engaged Board of Trustees and from a donor base of almost a thousand Members and Patrons.

The Development Director sits on the Senior Leadership Team, which meets regularly and contributes towards shaping the company strategy, leading department reviews, setting goals, promoting teamwork, managing risk and solving complex challenges.





*Misalliance*, photo by Helen Maybanks



## Responsibilities

### Strategy

- With the Joint CEOs, develop, implement, and review fundraising strategies for the OT, generating ongoing sustainable income to support all aspects of the theatre's work.
- Prepare, present and agree fundraising targets, currently in excess of £500k per year, and produce quarterly fundraising reports for Joint CEOs, Board and clients including funders as required.
- Play a key role in the overall strategy for relationships and communications with statutory funders and bodies, including the local Council.

### Fundraising

- Secure greater fundraised income from diverse sources, to include individuals, corporates, Trusts & Foundations and statutory funding.
- Lead major donor fundraising, including driving and maintaining relationships with key donors.
- Continue to develop a pipeline of major donor prospects with the support of the Board and Joint CEOs.
- Secure and grow Trust & Foundation income, with a particular focus on sustainable, multi-year funding.
- Implement and develop the potential for donations through legacies.
- Oversee the Patrons and Membership schemes, with regular reviews and updates and ensuring Gift Aid compliance.
- Work closely with the Marketing and Sales Director to communicate, maintain and develop the OT's loyalty ladder (from first encounter to Membership to Legacy donations)
- Plan and deliver fundraising events, recruiting additional staff where required to support with delivery.
- Oversee the preparation of high quality, targeted and compelling fundraising materials, including letters, proposals, presentations and updates.

## Capital Redevelopment

- Plan and deliver the c£4m Front of House Capital Redevelopment Project in collaboration with the CEOs
- Create and manage fundraising strategies for the Capital Redevelopment Project.
- Create new and nurture existing stakeholder relationships in the local area, with a view to the Capital Redevelopment Project.
- Secure major Trust & Foundation income towards the Capital Redevelopment project.
- Recruit additional fundraising support staff as required.

## Leadership

- Lead the Development team, including freelance grant writers and core staff, and take responsibility for their professional development and success at the OT.
- Work with the Joint CEOs, Trustees and a new Development Board, including liaison, support, and monitoring progress.
- Act as the ambassador for fundraising internally including the creation of a culture in which all OT staff support fundraising activities and recognise its value.
- Play an active and positive role as part of the Senior Leadership Team
- Work with senior and artistic OT staff to coordinate, strategise and enhance funding applications for core activities and for specific projects.
- Manage the fundraising expenditure budget and oversee all administrative aspects of the department.

## General

- This role requires flexibility including evening and weekend work for events, as scheduled.
- As a term of your employment, you may also be asked to undertake other such appropriate duties as and when required of you
- Participate in all training and development initiatives as required.
- Attend OT press nights and patrons & members evenings.
- Attend weekly staff meetings and regular SLT meetings.



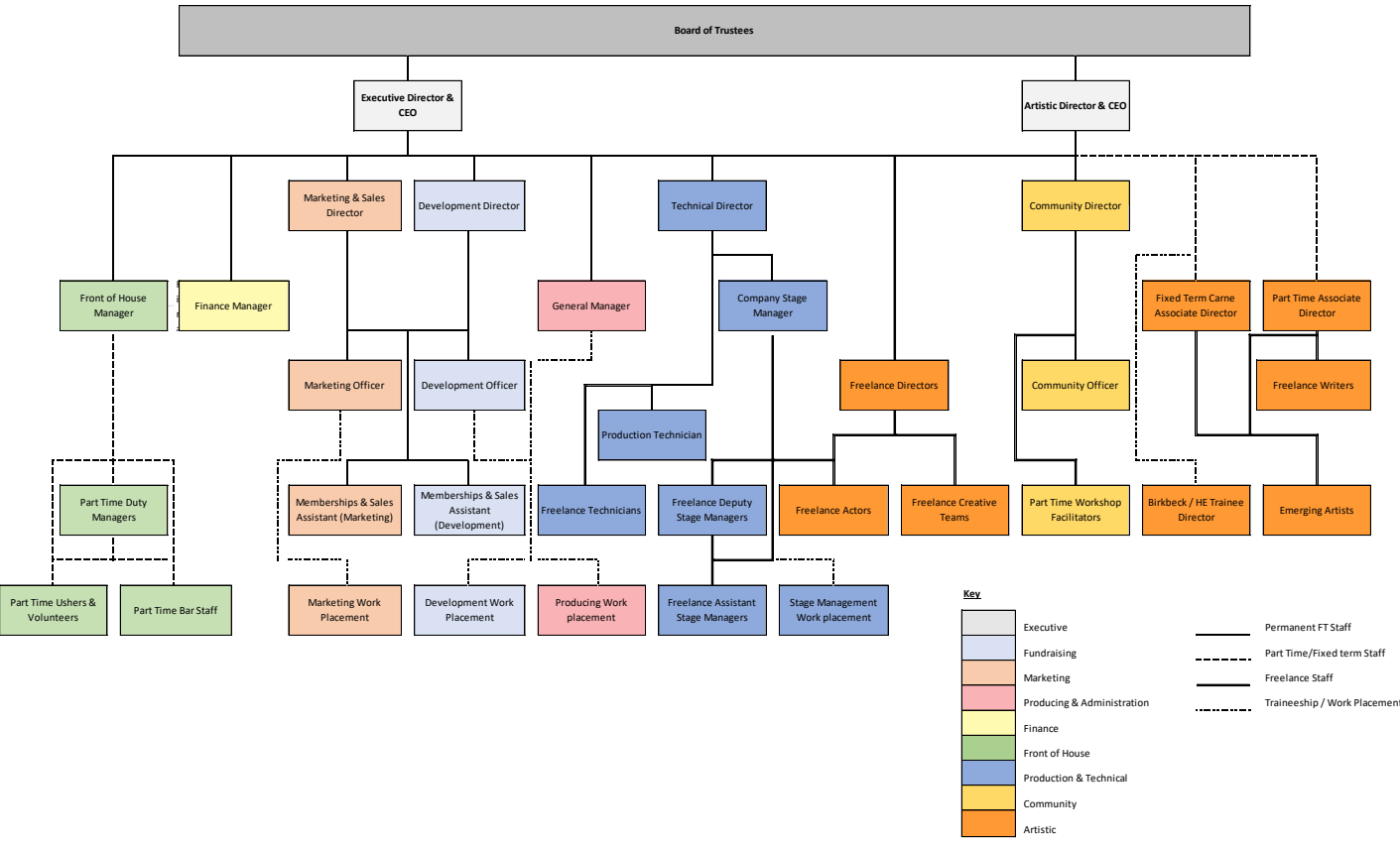
## Person Specification

|  | Essential   | Desirable  |   |
|--|---|--|---|
| Skills and experience  | Significant and sustained proven fundraising experience within the arts, education or charity sectors         | X  |   |
|  | Experience of securing five figure + gifts from individuals or strategic trusts                               | X  |   |
|  | Experience of working with Patrons and Memberships programmes   | X  |   |
|  | Experience of working with senior stakeholders and Trustees to generate support                               | X  |   |
|  | Experience in managing people and/or teams, with a natural ability to lead                                    | X  |   |
|  | Numeracy skills, with good working knowledge of budget creation and management                                | X  |   |
|  | Proactive attitude and ability to problem solve   | X  |   |
|  | Enterprising and confident, able to liaise with senior volunteers, prospects, donors and colleagues with ease | X  |   |
|  | High level of computer literacy including experience across Word and Excel, with database management skills   | X  |   |
|  | A good understanding of data protection regulation and the Code of Fundraising Practice                       | X  |   |
|  | Passion for theatre   | X  |   |
|  | Experience working on capital building projects   |  | X |
|  | Behaviours  | Works with colleagues respectfully, collaboratively and with understanding | X |
| Takes responsibility for delivering tasks, achieving high standards and learning from mistakes |   | X  |   |
| Target driven  |   | X  |   |



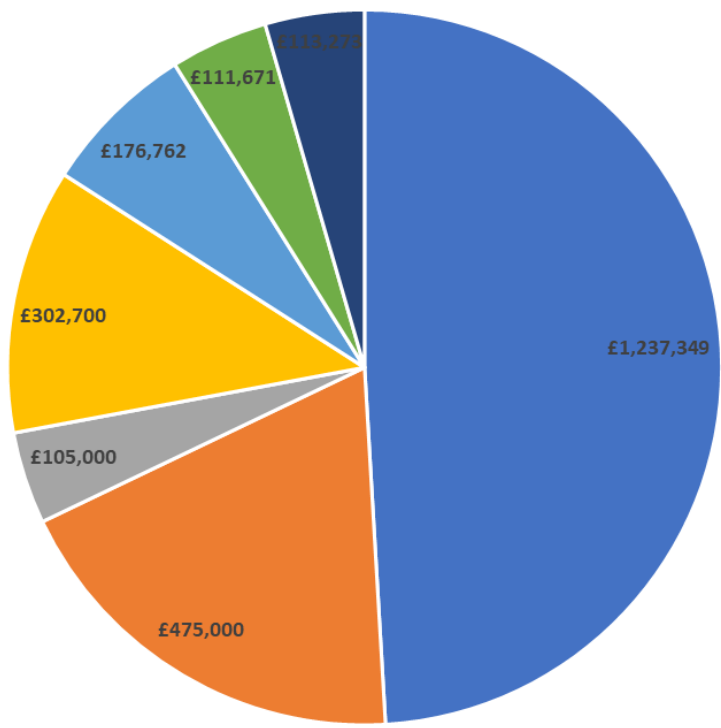
*The Solid Life of Sugar Water*, photo by Ellie Kurttz

# Staff structure



# Projected 23/24 Income Breakdown

- Box Office
- Fundraised Income
- Richmond Council Grant
- Theatre Tax Relief
- Co-production Investment
- Community Projects
- Bar Trading





*Rehearsals for Little Baby Jesus, photo by Ali Wright*



## Contract and terms

**Title of post:** Development Director

**Salary:** £45k - £49k per annum depending on experience

**Contract:** Permanent full time, subject to a probationary period of 4 months

**Notice:** 4 weeks during probation, 3 months thereafter

**Holiday entitlement:** 21 days a year, plus 8 statutory bank holidays. Increases after 1 year of service, capped at 4 extra days after 4 years (25, plus bank holidays)

**Hours:** Full-time, 40 hours per week including breaks, hours are varied outside of normal office hours though fixed. Evening work is expected for this role, overtime will not be paid.

## Staff benefits

- Hybrid working
- Flexible hours
- Dog friendly office
- Lots of local green spaces: Richmond Park, Richmond Green, Richmond Riverside
- Training and professional development
- Free monthly team theatre trip
- 2 free tickets to all OT shows
- Staff ticket to all press nights and post-show parties
- Free lunch before all press nights
- Staff socials & rehearsal room drinks
- Monthly staff script readings
- Excellent public transport links
- Public transport season ticket loan
- Cycle to work scheme
- Auto-enrolment pension contributions, where eligible
- 40% discount in the OT Bar and free tea/filter coffee

## To apply

**Deadline:** Monday 12<sup>th</sup> February at 10am  
**Interviews:** w/c 12<sup>th</sup> February & w/c 19<sup>th</sup> February



If you are successful for an interview, we will invite you to watch a performance of [Northanger Abbey](#) in the week commencing 12<sup>th</sup> February and ask you to pitch it as a fundraising proposal in the interview. If you are unable to attend a performance in person, we will share a previous OT On Screen production.

To apply please send a CV with 2 references (including your current or latest employer) along with a 2-page cover letter by email marked **Development Director** to [jobs@orangetreetheatre.co.uk](mailto:jobs@orangetreetheatre.co.uk).

Please also complete the Equal Opportunities Form here:  
<https://forms.gle/pyhU6BKi2cSrFVVk7>

We welcome applications from those looking to take on their first senior leadership position, as well as candidates who may be returning to work after a pause in their career or who are looking to balance a role with their wider caring or parenting responsibilities.

If you would like an informal conversation about the role, please email Executive Director and Joint CEO Hanna Streeter [hanna.streeter@orangetreetheatre.co.uk](mailto:hanna.streeter@orangetreetheatre.co.uk), or Achates Director of Recruitment & Organisational Change Vicki Grace [vicki@achates.org.uk](mailto:vicki@achates.org.uk).

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Seven Celebrations Community performance, photo by Harry Plowden