

The Little Angel Theatre

Home of British Puppetry

14 Dagmar Passage
Cross Street
London
N1 2DN

Box Office: 0207 226 1787

Administration: 0207 359 8581

Email: info@littleangeltheatre.com

Web: www.littleangeltheatre.com

Artistic Director: Peter Glanville

Patrons: Dame Judi Dench DBE, Sir
Simon Rattle CBE, Michael Pennington,
Clive Owen & Sarah-Jane Fenton,
Michael Rosen

Honorary Associate: Lyndie Wright

Associate Director: Steve Tiplady

February/March 2010

Dear Applicant,

Thank you for your interest in the advertised position of Development Manager at Little Angel Theatre.

Please find enclosed: Job Description with person specification
 Background about the theatre and personnel list*
 Equal Opportunities Monitoring Form

(*more information can be found on our website)

Completed applications are to be returned by 5pm on Friday 19th March 2010.

Interviews for short-listed candidates will be held on Thursday 25th March 2010.

To apply please send your CV along with a covering letter stating why you are applying for the post and highlighting your relevant experience to Lynette Shanbury, General Manager on lynette@littleangeltheatre.com or Little Angel Theatre, 14 Dagmar Passage, London N1 2DN. **Please quote reference DM01.**

Yours sincerely,
Lynette Shanbury
General Manager



Little Angel Theatre – Job Description

Development Manager (Part-Time) – 1 year fixed term contract, 2 days per week

Reporting to: General Manager

General Role: Little Angel Theatre seeks an experienced Development Manager to lead fundraising activity as it enters its 50th year. The successful candidate will be an experienced fundraiser, with a strong proven track record (private trusts, individual giving and public funding sources). They will have minimum 5 years experience at strategic level fundraising, preferably in a theatre environment.

Hours of work: Normal office hours are 10am to 6pm, although some irregular hours may be required to meet the needs of the role. This post is part time for two days per week. Preferred days of work are Tuesday and Wednesday. This is a 1 year fixed term contract initially.

Duties and responsibility:

- To develop the strategic fundraising plan for the theatre in collaboration with the General Manager and Chief Executive
- To prepare applications to trusts, foundations and public grant sources for core, capital and project funding
- To maintain and develop the theatre's Friends Scheme (the Company of Angels) in collaboration with the General Manager and with assistance from the theatre's Admin Intern
- To develop a Legacy Campaign to be launched in Little Angel's 50th anniversary year (2011)
- To develop and lead a Development Committee appropriate to the planned fundraising strategy
- To research further fundraising opportunities from other sources to support the Little Angel's fundraising strategy
- To work to develop good relationships with existing funders in order to secure their continued support of the theatre
- To be responsible for the development of a target list of major individual donors.
- To contribute to the successful planning and realisation of events, led by the General Manager
- To develop the theatre's profile with potential funders and build relationships and fundraising opportunities.
- Contribute to the realisation of the Theatre's overall vision and strategies in order to further the artistic reputation of the company and enhance its profile with the public, with the education sector, with the professional arts
- To represent the Little Angel Theatre at meetings with other arts organisations and potential sponsors deliver presentations in support of the Theatre's work where necessary.
- Supervision of volunteers and casual staff as required

- Any other duties or projects as required by the General Manager

Pay and Conditions:

Commencement Date: as soon as possible

Salary : £25,000 pro rata (employed PAYE status)

Holiday: 26 days per annum pro rata

Hours : This is a part time post of 16 hours per week (2 days per week). The nature of the job will require the post-holder to work in excess of these hours on occasion. TOIL will be given.

Probation: three months from the first day of appointment

Person Specification:

The appropriate candidate will possess:

- Experience of working in an theatre or arts environment
- Experience of working in strategy-led fundraising environment (minimum 5 years)
- Proven success in writing funding applications
- Experience of working with Development Groups
- Experience of legacy campaigns
- Excellent communication skills, both oral and written.
- Huge amounts of enthusiasm, ideas and energy.
- Strong organisational skills and absolute attention to detail
- The ability to juggle multiple tasks and prioritise accordingly
- An ability to work independently or as part of a team
- A good level of computer literacy, specifically knowledge of Microsoft Office (Word and Excel essential)

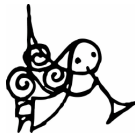
Please note that the job description for this position may be reviewed in light of the experience and expertise of the successful candidate and will be reviewed to respond to the needs of the company.

Applications

The deadline for applications is 5pm on Friday 19th March. Interviews will be held on Thursday 25th March.

To apply please send your CV along with a covering letter stating why you are applying for the post and highlighting your relevant experience to Lynette Shanbury, General Manager on lynette@littleangeltheatre.com or Little Angel Theatre, 14 Dagmar Passage, London N1 2DN. **Please quote reference DM01.**

For more information about the company please see www.littleangeltheatre.com



Little Angel Theatre – Background

Little Angel Theatre is one of only three purpose-built puppet theatres in England and one of the oldest theatres presenting work for children. Our central London based theatre, is the heart of our activities which extend well beyond our four walls. The 100 seat venue stands side-by-side with our workshop, where new productions and puppets are developed, carved and constructed. We are dedicated to the celebration and development of puppetry and live animation in all its diverse forms, **‘the home of British Puppetry’**. We provide excellent, high quality puppetry theatre, participation activities and training for age 0 to 100.

Established in 1961, the Little Angel Theatre is embedded within the Islington community, but also a jewel in the UK theatre landscape, flying the flag for excellence in puppetry both in the UK and internationally.

“there is magic in this compact theatre and its glowing stage” (Time Out)

“wonderful work that celebrates the possibilities of theatre” (The Guardian)

Little Angel Theatre aims to:

- Continue in its role as the foremost centre of excellence for puppetry in the UK.
- Develop and produce exciting, innovative and stimulating work for children and families.
- Raise the standard of the art form through training and professional development for both experienced and novice puppeteers, designers, directors and makers.
- Raise the profile of the art form through collaboration with a range and diversity of artists, venues and other producing companies.
- Use puppetry to work with schools, families, local communities and people of all ages and backgrounds to encourage creativity and imagination through participatory activities, so that they can develop social skills, creative expression and appreciation of live theatre.

Access and Education

The Little Angel Theatre is committed to working with children, young people and families, both through schools and the local community. We aim to increase access to puppetry and theatre via three strands of work:

- *“Puppets For All” Subsidised Ticket Scheme & Participation Scheme*
- *Education and Participation Projects with schools and the public*
- *Limited price performances making puppetry theatre financially accessible*

Puppetry is a recurring theme on the National Curriculum and we work with schools to help deliver this element. Our core education projects include Puppet Powers (from 1 day to 10 week residencies by professional puppeteers in schools), INSET training for teachers, after school clubs, Fun Days, Saturday Clubx for 2-11 year olds, Puppet Academy for teenagers and 3 Adult Evening Puppetry Courses. Our Friday Fives (all tickets only £5 at Friday 5pm shows) have proved hugely popular in attracting new audiences who might not otherwise be able to afford to attend theatre.

Professional Development

We are committed to safeguarding puppetry and puppet-making as a trained craft, particularly the increasingly rare tradition of marionettes, enabling future generations to be inspired by this wonderful art form. To this end we provide a series of training workshops for both the making and manipulation of puppets throughout the year. Our INCUBATE season also provides space and time for new artists to develop puppetry work, and HATCH festival showcases work in progress.

Touring

Little Angel productions tour nationally and internationally. Recently we have toured to Camden Roundhouse (*Jelly Bean Jack*), Norwich Puppet Theatre (*Cindermouse*), the Guardian Hay Festival and the Unicorn Theatre (*Handa's Surprise*), Stratford Upon Avon (*Fantastic Mr Fox* for the Royal Shakespeare Company) followed by Manitoba Young People's Theatre in Canada, and our regular autumn tour schedule reaches nurseries, schools and venues across London and the South East.

Developing New Audiences

Little Angel is committed to bringing puppetry to new audiences. The launch in 2009 of our biennial SUSPENSE London Puppetry Festival (nominated for a Peter Brook...Empty Space Award and winner of a Fringe Report Award) and our regular spring season of work for adult audiences proving that puppetry isn't just for kids.

Future Plans

In 2011 Little Angel celebrates its 50th anniversary. Plans for 2010/11 will include:

- Development of a new production with jazz singer Barb Jungr – *The Fabulous Flutterbys*
- An entirely new production for Christmas based on *Alice in Wonderland*
- Development of a spring touring season to complement our already established autumn touring schedule
- INCUBATE, supporting new and emerging puppetry artists, will continue
- Launch of the first HATCH festival – showcasing puppetry work in progress
- We will continue to extend our work with schools and nurseries
- SUSPENSE London Puppetry Festival will return in 2011
- Collaborations with companies including the RSC and V&A during our anniversary year
- We will develop further work with teenagers through our SUSPENSION project

Little Angel Theatre, once Islington's best kept secret, is now recognised more widely as an innovative and artistically sophisticated venue, receiving some of our best reviews ever.

Fundraising

We receive no core revenue funding from any public source. With only 100 seats and our aim of keeping ticket prices affordable, it will never be possible for the theatre to cover the costs of new productions from normal box office revenue. Making puppets is a highly skilled, labour intensive process, making this beautiful artform an expensive one. Each year Little Angel must raise around £200,000 to remain exciting, vibrant and accessible. We achieve this through fundraising from trusts & foundations, individuals and businesses, via a variety of sponsorship, event and gala activities, as well as the loyal supporters of our Friends scheme.



Little Angel Theatre – Personnel

Staff:

Peter Glanville - Artistic Director/Chief Executive
Lynette Shanbury - General Manager
David Duffy - Technical Manager
Jake Orr - Marketing Officer (P/T)
Slavka Jovanovic - Education Manager (P/T)
Sarah Schofield - Education Officer (P/T)
Terry Muzzell - Finance Officer (P/T)
Miranda Pitcher - Tour Producer (P/T)
Anne Mayer - Press Consultant
Alex Carter - Front of House Supervisor
Wood Godwin - Front of House Assistant
Jemma Jones - Admin and Marketing Intern
Emma Charnley - Education Assistant Intern

Trustees:

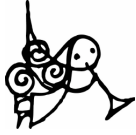
Sophie Clissold (Chair)
Dmitry Bosky
Gregory Doran
Jane Eve
Stephen Garrett
Tom Hope
Fiona Philips

Patrons:

Dame Judi Dench DBE
Clive Owen & Sarah-Jane Fenton
Michael Pennington
Sir Simon Rattle CBE
Michael Rosen

Lyndie Wright - Honorary Associate
Steve Tiplady - Associate Director

Vat Registration No: 233 8671 52
Registered Charity No: 232488
Company No: 668339



Little Angel Theatre - Equal Opportunities Monitoring Form

This form will be treated confidentially

NOTE: Your application will be in no way prejudiced if you decline to complete this form. It will be separated from the application form whether or not you have completed it.

Gender:

Are you male or female: _____

Ethnic Background:

Please tell us in your own words how you would describe your ethnic background:

Disability:

Do you consider yourself to have a disability? (Yes/No) _____

If "yes", please give more details:

Equal Opportunities Policy Statement

Little Angel Theatre is committed to a policy of treating all employees and job applicants equally. No employee or potential employee will receive less favourable treatment or consideration on the grounds of disability, race, colour, nationality, ethnic origin, sex, sexual orientation, marital status, religion or belief or will be disadvantaged by any conditions of employment or requirements that cannot be justified as necessary on operational grounds.

To assist in monitoring the effectiveness of this policy and for that purpose only, we ask all new job applicants to complete our Monitoring Form.

Thank you for completing this form – please return it to General Manager, Little Angel Theatre, 14 Dagmar Passage, N1 2DN.