

Business Development Executive – Jersey Opera House (JOH)

Salary – £45K per annum or (pro rata) – 2024 pay award pending.

Hours – 37.5 per week to include occasional weekend work if the appointment is made on a full-time basis. However, we are open to appointing someone on part-time or on a freelance consultancy basis. We welcome proposals and discussions.

If the appointment is made on an employee basis, then there are no overtime payments. Instead, accumulated lieu time can be taken by Manager approval.

Responsible to – Interim CEO

Responsible for – Working closely with – Departmental Managers

To be based at Jersey Opera House from the beginning of 2025. Based for the remainder of 2023 and 2024 to be determined. A mixture of office time with the JOH team and working from home is encouraged.

Introduction – Setting the Scene

Jersey Opera House (JOH) has been closed to the public since March 2020 when the Covid Pandemic hit. It has been hugely missed by the Jersey public – community performance groups, schools, artists, musicians and of course audiences. For a considerable period, the staff team has been just three, it is now 4 with the appointment of Andy Eagle as Interim CEO (May 2023) who has been appointed to lead JOH in the interim to its re-launch and will soon be 6, after the appointment of Marketing and Communications Manager and Programme Manager. The re-build of the team will continue through 2024 until we re-open to the public in 2025, the **125th anniversary** of the theatre's original opening and an excellent fundraising hook to hang the Opera House coat on!

Whilst being a treasured and beautiful Edwardian building, the JOH has accumulated many operational challenges due to its age. The Jersey Government have committed £11 million + in recent months to rectify many of these long running defects through capital investment and improvement. This work has commenced.

During 2024 the plan is that JOH will present a programme of events and activities in St Helier and across the island under the title "JOH on Tour" (working title) once our new Programme Manager joins us. When the JOH refurbishment works are complete, and we are able to re-open, the main programme will transfer into the Opera House though we intend to undertake learning and engagement work in the community and partner on special events and performances with colleagues from Jersey and beyond.

Quite simply we need someone to work with the Interim CEO and wider team to raise funds to support our continued capital development and programme presentation ambitions upon re-opening. We are looking for an individual to seek out funding support

from charitable foundations, philanthropy, corporate giving, CSR budgets, sponsorship, gifts, branding opportunities and legacies. And anything else you can think of that responsibly raises funds and is in keeping with the Charities values!

This is an area the Opera House has previously not enjoyed success with, but the hope is that the Island's communities and organizations that are able to give, will support the re-opening of the Opera House and its 125th anniversary celebrations. The more we can raise outside of the core support received from Government of Jersey, the more we can support the artistic aspirations of our communities and the performance opportunities for audiences.

There's a lot to be done and whoever is appointed will be expected to hit the ground running! It'll be pressurised on occasions but enormously satisfying and fun! We'll make sure it is.

These are exciting times for the arts in Jersey with significant government backing in place, not only for JOH but also the wider arts community. This is a fabulous opportunity for an individual to help shape the future of the arts in Jersey and to effectively be part of the team right at the beginning of the JOH re-launch. There is enormous affection for both the JOH brand and the theatre, so in many ways there is already a captive audience waiting, that we also hope will be prepared to give.

Main duties and responsibilities

- Work with the Interim CEO, to oversee the development and delivery of the JOH fundraising strategy that meets the objective set.
- Plan and manage the fundraising budget, setting realistic targets with the Interim Director.
- Research, draft and submit high quality applications to trusts, charitable foundations, public funders, and international funding agencies. Then report back and evaluate the success of the support as is required.
- Network amongst the Jersey business community, particularly the finance sector, and submit applications and funding support requests in the appropriate manner.
- Develop and oversee the JOH fundraising database ensuring our work is compliant with GDPR.
- Increase the presence of the JOH brand throughout 2024 and help create the required "buzz of anticipation" in advance of the JOH venue re-opening.
- Ensure the implementation of donor accreditation in line with contractual arrangements.
- Oversee Gift Aid and other financial matters with the General Manager (in charge of Finance)

- Consider re-launching the Friends Membership Scheme and any other appropriate patron or individual giving schemes. Oversee and manage other schemes that might be launched.
- Organise a Fundraising dinner during the summers of 2024 and 2025.
- Consider commercial opportunities such as the sale of JOH merchandise.
- Work with the board and Non - Exec Directors to establish areas where they can assist with fundraising.

Application – Please send a CV and covering letter (maximum 2 pages) outlining why you want this job and your previous experience by email to

phillip.hogben@jerseyoperahouse.co.uk

Should you wish to discuss your application or find out further details, a call can be arranged with the Interim CEO Andy Eagle by emailing

Andrew.Eagle@jerseyoperahouse.co.uk

The deadline for applications is December 22nd at 9am. Interviews to take place in January 2024.