



**Aurora  
Orchestra**



**Aurora Orchestra**  
**Development Manager**  
**recruitment pack**



# About Aurora Orchestra

Aurora Orchestra creates vibrant musical adventures that share a passion for orchestral music with the broadest possible audience. Under the joint artistic leadership of co-founders Nicholas Collon (Principal Conductor) and Jane Mitchell (Artistic Director), Aurora has grown since its first concert in 2005 into an established name on the UK and international orchestral scene. In 2022 alongside Chineke! it became the first new Resident Orchestra at Southbank Centre for a generation. It is also Resident Ensemble at Kings Place, and has appeared annually at the BBC Proms since 2009. Aurora's work has attracted awards internationally including the Royal Philharmonic Society's Ensemble Award, the Classical:NEXT Innovation Award and the Grand Prix at the Golden Prague International TV Festival.

Aurora is the pioneer for memorised orchestral performance: it is the first orchestra worldwide to break down physical barriers to music by removing sheet music and stands for large-scale works. Over recent seasons, these memorised performances have formed the basis of ambitious 'Orchestral Theatre' productions – cross-genre dramatic and musical explorations that reach deeper under the skin of the music, devised by Jane Mitchell. Aurora's distinctive Orchestral Theatre work has seen it develop a wide range of creative partnerships ranging from writers, filmmakers, choreographers and dramaturgs to lighting and stage designers, theatre directors and projection specialists. Recent highlights have included two collaborations with physical theatre specialists Frantic Assembly on productions based around the music of Saint-Saëns and Shostakovich.

Memorised performance has also opened up possibilities for a new kind of radically immersive orchestral performance in which audience members are free to roam amongst the players as they perform by heart, without the physical barrier of music stands. In 2021 and 2023, Aurora teamed up with Broadwick Entertainment music to welcome thousands of bookers to the Printworks nightclub; in 2024 the orchestra revisited this partnership to offer an immersive experience of Stravinsky's *Firebird* at the Drumsheds venue, a former IKEA showroom in Tottenham. Other immersive highlights have included a series of performances for north London secondary school pupils, a special project at Bristol Cathedral for local care home residents, and a pop-up appearance at the Westfield shopping centre in Stratford.

Aurora inspires audiences of all ages and backgrounds to develop a passion for orchestral music. Through Aurora Classroom, its award-winning Creative Learning programme, the orchestra regularly offers workshops and storytelling concerts for families, schools and young people, including children with special educational needs and disabilities. Aurora Classroom also offers an extensive free online learning platform for schools, which includes teacher training and a wide range of resources to help teachers (including those with little or no specialist musical knowledge) to deliver high-quality music activities in the classroom.



## About the role

As it enters its third decade at the cutting edge of creative orchestral performance, Aurora Orchestra is recruiting for a Development Manager to support and grow the orchestra's fundraising activity.

The primary focus of this role is to deliver an individual giving and events programme of the highest quality. It offers an exciting opportunity to work directly with a portfolio of donors, to take ownership of several of Aurora's individual giving income streams, to design creative fundraising communications and campaigns, and to devise a fundraising events strategy. It also offers the opportunity to take responsibility for a portfolio of relationships with trusts and foundations.

The successful candidate will play a vital role in the growth of Aurora's fundraising, helping us to develop our networks, build relationships with donors, and deliver a vibrant cultivation and stewardship programme commensurate with the outstanding quality of Aurora's artistic output.

This role would suit a committed and conscientious fundraiser who is keen to develop their skills and experience within a fast-paced arts organisation, with scope for future growth for the right candidate, especially in major donor fundraising.

The successful candidate will work at the heart of a dynamic and creative management team. They will work particularly closely with the Development Director and Marketing and Development Assistant, as well as building strong relationships with colleagues across the Aurora team, including the Chief Executive, board of trustees, creative team and production team.

Specific responsibilities will include:

## **Individual Giving programme**

- Collaborate with the Development Director to design and implement an effective strategy for Aurora's Individual Giving programme, with specific responsibility for the Silver Patrons, Patrons, Memory Champions and Friends initiatives
- Work with the Chief Executive and Development Director to agree and meet annual targets for the Individual Giving programme
- Monitor performance against Individual Giving targets, producing regular reports and analysing progress
- Deliver a programme of stewardship of the highest quality, ensuring that supporters are appropriately thanked and that benefits are delivered as promised
- Work with the Marketing and Development Assistant to ensure that individual supporters are correctly acknowledged
- Handle all renewals of Silver Patrons, Patrons, Memory Champions and Friends
- Act as the first point of contact for supporters, providing friendly, efficient and professional service
- Monitor the receipt of new donations and ensure that all gifts are recorded accurately on Aurora's Donorfy database
- Work with the Marketing and Development Assistant to ensure that Donorfy is kept up-to-date with the correct information

## **Research, cultivation & growth**

- Support the growth of Aurora's individual giving income by identifying and cultivating prospects for higher-level giving from Aurora's existing database of supporters
- Support the Development Director to identify and cultivate prospects for major giving (£10,000+)
- Support the Development Director in the management of Aurora's Philanthropy Committee, including attending and minuting meetings and, where required, working with members of the Philanthropy Committee to cultivate prospects
- Work with the Development Director and Marketing and Development Assistant to produce research briefings for key meetings and events
- Follow Aurora's Gift Acceptance procedures, including supporting Due Diligence work where required

## **Fundraising events**

- Devise an annual fundraising events strategy, ensuring that supporters of all levels are offered opportunities to engage with events proportionate to their size of gift, and that ample opportunities are available for cultivation of prospects
- Design, plan and deliver creative cultivation and stewardship events (e.g. dinners, open rehearsals, post-concert receptions and special opportunities for donors to interact with artists)
- Manage all event logistics, including venue bookings, guest lists, catering and other administration, supported by the Marketing and Development Assistant
- Work with the Marketing and Development Assistant to communicate with donors about events, including invitations and joining instructions

- Work with the Development Director to prepare cultivation plans for events, ensuring that key supporters/prospects are stewarded appropriately by Aurora staff and board
- Oversee the orchestra's allocation of complimentary tickets for concerts, supported by the Marketing and Development Assistant
- Act as an ambassador for Aurora at concerts and fundraising events, engaging with donors, prospects and other stakeholders in a warm and professional manner

## Fundraising communications

- Manage public-facing communications about Aurora's fundraising, online and in print
- Oversee the design and production of high-quality creative communications for Aurora's Supporters, including supporting the Marketing and Development Assistant to create the quarterly 'Illuminate' newsletter
- Maintain a vibrant fundraising presence on the Aurora website, supported by the Marketing and Development Assistant
- Work with the Development Director to brainstorm, design and deliver creative fundraising campaigns (including leading on agreed campaigns)

## Trusts & Foundations

- Manage a portfolio of trusts and foundations supporting the orchestra with small- to mid-level gifts
- Work with the Development Director to understand funding needs and identify opportunities for support, contributing to the management of the trusts and foundations pipeline
- Plan and write applications to a high standard, drawing together contributions and materials from across the team
- Maintain relationships of the highest quality with your portfolio of funders, including offering opportunities to observe funded activities, and ensuring that reporting is delivered on time and to a high standard
- Work across the team to ensure that grants are spent in line with funding agreements
- Support the Development Director to track expenditure of restricted funds



# Person specification

The successful candidate will have skills and experience across the following areas:

## Essential

- Professional fundraising experience, especially the planning and delivery of fundraising events and donor cultivation and stewardship
- Outstanding written and verbal communication skills, with the ability and sensitivity to adapt to different contexts and the confidence to liaise effectively with donors, trustees and external partners
- Excellent attention to detail
- Proactive, resourceful and self-motivated, with the desire and ability to manage own workload, contribute new ideas and take initiative on tasks
- Collaborative individual with strong interpersonal skills, who would thrive as part of a small and committed team
- Ability to cope with demands of a high-tempo office environment and to manage multiple projects simultaneously in a positive and level-headed manner

## Desirable

- A passion for orchestral music, including familiarity with orchestral repertoire
- Specialist arts fundraising experience
- Track record of securing philanthropic gifts
- Experience of working with a fundraising CRM database
- Experience of working with trusts and foundations
- Familiarity with data protection legislation and fundraising best practice standards, including the Code of Fundraising Practice



# Terms

<b>Salary</b>	£35,000–£38,000 dependent on experience
<b>Contract</b>	Permanent contract with six-month probationary period
<b>Working pattern</b>	40 hours per week with some flexibility of working pattern possible. This role will involve weekend and evening commitments in line with concert/event schedules
<b>Location</b>	Minimum three days per week at Aurora’s central London offices at The Music Base, Kings Place, 90 York Way, London, N1 9AG. Hybrid-working is possible.
<b>Notice period</b>	Three months (one month during probationary period)
<b>Line manager</b>	Development Director

This role will be based at Aurora’s Kings Place offices, though some home working and flexibility of working pattern will be possible, subject to discussion with your line manager. Staff are generally expected to work at least three days per week in the office.

Some evening and weekend working will be required, depending on the orchestra’s performance schedule (for which time off in lieu can be claimed), as well as occasional travel outside of London on the orchestra’s behalf.

Subject to successfully passing probation, Aurora staff may use up to 10% of their contracted working hours for Personal Development Time (PDT), with no reduction in salary. This is intended to support staff members’ wellbeing and can be used for personal development of any kind; examples may include learning a language, gardening, taking an exercise class or pursuing other interests and activities.



# Working at Aurora

Here at Aurora we seek to foster a working culture of challenge and ambition, while also ensuring that our artistic and management personnel always share in the sense of enjoyment central to all our work. We want Aurora to be a special, distinctive and enjoyable place to work, and will strive for the best working conditions for players and staff.

We offer the following to all staff:

- 25 days of annual leave plus bank holidays, rising to 28 days after two years' service
- Contributory workplace pension scheme with 5% employer contribution, rising to 10% after six years' service
- Discounts for food, drink and retail outlets across the Southbank Centre
- Discounted/complimentary access to other London galleries and museums through the Southbank Centre's reciprocal scheme
- Access to the Cycle to Work scheme





# How to Apply

To apply, please email your cover letter, CV and [Equal Opportunities Monitoring Form](#) to **applications@auroraorchestra.com** by 9am on **Friday 20 March** using the subject line **Development Manager Application**.

Your letter should not exceed two sides of A4. Please refer closely to the detailed role description and person specification, using your letter to demonstrate why you are a strong candidate.

Please include the following details:

- Contact details including telephone number
- Details of any notice period
- Names and contact details of two referees (We will not contact your referees without your express permission). At least one referee should be a current or most recent employer.
- Whether you require a work permit to work in the UK (Asylum & Immigration Act 1996)

First-round interviews for this post will be held in person in central London on **Thursday 26 March**. We anticipate this will be followed by a second round on **Wednesday 8 April**. Please let us know when applying if you anticipate any availability challenges affecting this date.

Aurora is committed to Arts Council England's Creative Case for Diversity in all aspects of our recruitment and employment practices, and strives to reflect the diversity of contemporary Britain, not only in the audiences it reaches but in its artistic output and the make-up of its staff. We would be very grateful if applicants would complete a short [Equality Opportunities Monitoring Form](#) when applying for this role.

Appointment is subject to right to work in the UK.

If you require any adjustment to be made to the application or interview process to facilitate your application, please let us know when applying. If you have any questions about the role or application process please contact Helen McKeown, Development Director, at [helen@auroraorchestra.com](mailto:helen@auroraorchestra.com) or 020 7014 2816.



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