

JOB INFORMATION | FUNDRAISING ASSISTANT

Salary: £18,564 - £19,500 gross per annum, dependant on experience

Contract Type: Fixed term until June 2018



London 1666 David Best in collaboration with Artichoke 4 September 2016

1. Artichoke Background

Artichoke was founded ten years ago with its now legendary presentation of Royal de Luxe's *The Sultan's Elephant*, which brought London to a standstill as audiences were transfixed by the surprise arrival of a giant puppet and a time-travelling elephant. The production brought joy to hundreds of thousands of people as they explored the capital, turned into a playground, magically liberated from its day-to-day traffic clogged restrictions. The production challenged the political arts establishment to rethink its largely venue-based approach to large cultural events and demonstrated the potential for the temporary transformation of the public realm through the creation of a moment of extraordinary art.

Over the last 10 years Artichoke has produced a total of 14 ground-breaking productions ranging from *One & Other*, Antony Gormley's 2400-hour living portrait on the Fourth Plinth in Trafalgar Square; *Peace Camp*, a lyrical set of installations created by Deborah Warner and Fiona Shaw for the London 2012 Festival, to the Lumiere Festivals produced in Durham, Derry-Londonderry and London. Lumiere has become a core feature of the cultural landscape and has sent the benchmark for outdoor city-wide winter arts events.

"What was it that made Londoners leave their homes and tourists their hotels during the city's coldest four nights in years and, as many spontaneously did, lie face up on the freezing tarmac of Oxford Circus? Light is one answer. Art, another. For those four days the art scene in London was transformed."

John Nathan, The Times on London Lumiere 2016

In September 2016 Artichoke produced *London's Burning*, a four-day festival of arts and ideas, to commemorate the 350th anniversary of the Great Fire of London. Across the City of London six international works invited audiences to reflect on the scale and impact of the historical fire, whilst also considering contemporary threats to London's survival. At the centre of the festival was *London 1666*, an extraordinary sculptural representation of the sixteenth century skyline of London. Conceived by American artist David Best, the sculpture was built by a team of young Londoners who worked with professional carpenters to realize the artist's vision. Floated down the Thames on barges, the 120m sculpture was burnt on the river in central London in a spectacular reminder of the events of 4th September 1666.

2. The Role

Artichoke is seeking a bright, highly motivated Fundraising Assistant to join our busy, London-based team. The Assistant supports the Development Director, Deputy Development Director and wider team in all areas of fundraising, including trusts and foundations, corporate sponsorship and individual giving. The role offers a valuable opportunity to work with one of the country's leading arts organisations and gain an excellent foundation in charity fundraising.

3. Company structure

Artichoke is a charity, funded as a National Portfolio Organisation by Arts Council England. Under the guidance of the Board chaired by Peter Freeman, Helen Marriage, Artichoke's founding artistic director, leads the organisation. The permanent staff team of 16 is divided across the core departments of Production; Development; Communications and Administration. The core staff devote their time to delivering the programme of large-scale projects initiated by the Artistic Director.

The capacity of the organisation, and the production team in particular, is greatly increased in the period leading up to productions with specialist contractors and freelance staff employed to manage the detailed event planning and technical logistics required by Artichoke's events.

4. How to apply

Please read the information in the job description and person specification on the following pages.

The Job Description, application form and equal opportunities monitoring form may be downloaded from:

<https://www.artichoke.uk.com/category/jobs/>

Please send your completed application by email to:

recruitment@artichoke.uk.com addressed to Ma-ayan Plane, Deputy Development Director, with 'Fundraising Assistant' in the subject heading.

Closing date for applications: Tuesday 20th February 2018, 9AM

Interview date: 26th of February 2018. Details to be confirmed.

Start date: ASAP

Artichoke is an equal opportunities employer.

FUNDRAISING ASSISTANT | JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Fundraising Assistant
Based:	London. Currently E1. Some travel around the UK will be required.
Reports To:	Deputy Development Director; Corporate Development Manager
Key Relationships:	Development Director; Development Team; core staff; Artichoke funders and donors; project stakeholders.

Key Responsibilities

- The main focus will be to support the Development team in raising funds for an ambitious anniversary project due to take place in June 2018.
- Supporting the Corporate Development Manager with writing well-researched and persuasive sponsorship proposals, letters and reports.
- Proactively making initial telephone enquiries to potential funders; following up proposals by telephone and in writing.
- Writing sponsorship proposals to prospective corporate sponsors
- Assisting with the administration of fundraising events, including managing guest lists and attending Development events and Artichoke events as required.
- Support the Corporate Development Manager with professional committee management, including preparing minutes, and disseminating further information to members to help support fundraising objectives.
- Being pro-active with independent research
- Providing general administrative assistance to the Development Team
- Managing databases, filing systems and internal processes within the Development Department, ensuring that contact details, funder requirements and application deadlines are recorded.

General requirements of all Artichoke Employees

- To contribute to the development of a professional working and learning environment within the organisation.
- To contribute to the organisation's understanding of diversity and its implications for the arts and to ensure that this understanding informs all the organisation's activities.
- To ensure adherence to the organisation's policies and procedures with particular reference to Equal Opportunities and Health and Safety.
- To work in a flexible manner in line with the organisation's corporate objectives and role and to be willing to undertake other duties as reasonably requested.
- To provide excellent customer care in dealings with the public.
- To deputise for senior colleagues as appropriate.
- The ability and willingness to work flexible hours and to travel as required

This job description is not exhaustive and the post holder may be required to undertake other such duties from time to time.

PERSON SPECIFICATION

Essential:

- Some experience of working in a fundraising role
- Knowledge of the arts and charity sector
- Previous experience or understanding of working with sponsors and donors
- Comfortable working within a high-pressured environment and ability to manage own workload.
- Excellent presentation and negotiation skills.
- Excellent computer and database skills – Word, Excel, Powerpoint.

Desirable:

- An understanding and awareness of working on live events in the public realm.

SUMMARY OF TERMS AND CONDITIONS | Development Assistant

Salary:

Salary £18,564 - £19,500 gross per annum, dependant on experience

Pension:

Artichoke is enrolled in a pension scheme with award winning provider Standard Life. You will be eligible to join the company scheme after your probationary period with combined monthly contributions from both Artichoke and yourself of 4%.

Contract:

This is a full-time fixed term position until June 2018, subject to successful completion of the one-month probationary period.

Annual leave:

25 days gross per annum. You will also be entitled to Bank Holidays.

Probationary period:

3 months

Notice period:

1 month (2 weeks during probationary)

Location:

The post is based in Artichoke's offices, currently in London E1.

Hours of work:

Hours of work will inevitably vary according to the nature of the workload, but generally will be a minimum of 35 hours per week, Monday – Friday, 10am – 6pm. Additional hours may very occasionally be required as necessary for the successful performance of the job, but overtime or time off in lieu will not be given.

Artichoke is an equal opportunities employer.

Further information: Please email recruitment@artichoke.uk.com to arrange a call if you have any queries about the role or application process.