



## **JOB INFORMATION | DEVELOPMENT ASSISTANT**

**Salary:** £20,000 gross per annum, pro rata

**Contract Type:** Permanent



### **1. Artichoke Background**

Artichoke was founded in 2006 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 12 years Artichoke has produced a total of 19 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 set the benchmark for outdoor city-wide winter arts events.

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*“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 realise 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.

Most recently, Artichoke produced PROCESSIONS, commissioned by 14-18 NOW, to mark 100 years since the first women got the vote in the UK. On Sunday 10<sup>th</sup> June, tens of thousands of women and girls\* wearing green, white or violet, walked in bands of colour through the streets of Belfast, Cardiff, Edinburgh and London, to make a living portrait of women in the 21<sup>st</sup> century. Many were carrying hand-crafted banners, made in the preceding months as part of a nationwide creative programme which commissioned 100 women artists to work with community groups up and down the country.

## **2. The Role**

Artichoke is seeking a bright, highly motivated Development Assistant to join our busy, London-based team. The Development Assistant supports the Development Director, Deputy Development Director and wider team in all areas of fundraising, including corporate sponsorship, trusts & foundations, 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 and application form may be downloaded from:

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

Please send your completed application by email to:

[recruitment@artichoke.uk.com](mailto:recruitment@artichoke.uk.com) addressed to Ma-ayan Plane, Deputy Development Director, with 'Development Assistant' in the subject heading.

**Closing date for applications:** 9am, Monday 30<sup>th</sup> December 2019

**Interview date:** W/C 6<sup>th</sup> January

**Start date:** ASAP

Artichoke is an equal opportunities employer. We welcome applications from all groups, especially those currently underrepresented in the arts sector and actively encourage those from diverse backgrounds to apply.

## **DEVELOPMENT ASSISTANT | JOB DESCRIPTION AND PERSON SPECIFICATION**

Job Title:	Development Assistant
Based:	London. Currently E1. Some travel around the UK and Ireland 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.

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### **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 2020 and beyond.
- 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

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- 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

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- 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.

## **Development Assistant**

### **SUMMARY OF TERMS AND CONDITIONS:**

#### **Salary:**

£20,000 per annum, paid monthly in arrears.

#### **Pension:**

Artichoke is enrolled in a pension scheme with Standard Life. Upon completion of your probation period you will be eligible to join the company scheme with a combined contribution of 8%.

#### **Contract:**

This is a full time, permanent position, subject to successful completion of the one-month probationary period.

#### **Annual leave:**

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

#### **Probationary period:**

3 months

#### **Notice period:**

1 month (two week 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](mailto:recruitment@artichoke.uk.com) to arrange a call if you have any queries about the role or application process.