



EGG DEVELOPMENT MANAGER (Maternity Cover)

Theatre Royal Bath

Dear Applicant,

Thank you for your interest in this role. We are pleased to be advertising this position and to find an efficient, approachable and motivated candidate to provide maternity cover as Egg Development Manager for The Egg at the Theatre Royal Bath.

At the Theatre Royal Bath, we are committed to fostering a diverse and inclusive workforce and we strive for equity in our recruitment and employment practices. In order to inspire and engage more people from diverse backgrounds, we are endeavouring to actively work to address the barriers they face. We are therefore taking the 'positive action' of offering an interview to all global majority applicants who meet the 'Essential Criteria' on the job description for this post. **Any final appointments will be made on merit.**

We are happy to make reasonable adjustments to help applicants feel more confident throughout the process. Please don't hesitate to let us know how we can help.

If you wish to apply, please complete the [Equal Opportunities Monitoring Form](#) and email your CV and responses to our three questions (below) to Lydia McCotter: recruitment@theatreroyal.org.uk
I enclose the following written materials:

1. Background to the Theatre Royal Bath
2. Job Description and Personal Specification
3. Egg Development Manager (Maternity Cover) Application Procedure

Details of how to complete the questions can be found at the end of the **Egg Development Manager (Maternity Cover)** Application Procedure document.

Please ensure applications reach us no later than 12 o'clock (noon) on **Monday 6th October 2025**.

Interviews will take place in person at the Theatre Royal Bath on **Thursday 9th October** and you will receive notice of your call to interview no later than Tuesday 7th October.

The application process will include a formal interview.
Thank you for your interest in Theatre Royal Bath and I look forward to hearing from you.

Yours sincerely,

Andrea Harris
Head of Development

Theatre Royal Bath Egg Development Manager (Maternity Cover) Job Pack



Background to the Theatre Royal Bath

The Theatre Royal Bath is one of the oldest continually working theatres in the country, having originally opened in 1805. A Grade II* listed building, it is described by the Theatres Trust as "One of the most important surviving examples of Georgian theatre architecture".

The Theatre Royal Bath comprises three auditoria – the historic Main House, the innovative Ustinov Studio and the Egg Theatre – which between them programme the best of UK touring and international theatre; many productions either prior to or direct from the West End, a mix of drama, comedy, ballet, opera and musical theatre and dedicated work for children and families throughout the year.

Theatre Royal Bath is a registered charity with a charitable purpose to provide high quality entertainment and creative learning opportunities for the community. Regular visitors to the **Main House** include West End transfers from companies including the National Theatre, The Royal Shakespeare Company, Mischief Theatre (The Play That Goes Wrong) and touring companies including English Touring Opera, Rambert Dance and much-loved and award-winning UK and international actors. The Main House also hosts one-night events ranging from stand-up comedy with leading comedians to illustrated talks and music events.

Since 2011, under the direction of first Laurence Boswell, and more recently the internationally acclaimed and multi-award-winning opera and theatre director Deborah Warner, the 120 seat **Ustinov Studio** has transformed to an internationally acclaimed venue for innovative, creative theatre and performance including dance and opera with numerous productions transferring from the Ustinov Studio to the West End. These are presented alongside a continuing programme of high-quality small-scale touring theatre.

The Egg is one of the country's most established theatres dedicated to children and young people. Since opening in 2005, it has presented over 900 plays, programming 60 different professional productions each year for audiences aged 0-18, hosting hundreds of theatre companies and introducing thousands of young people to live theatre. The Egg team works with many organisations to extend the role that arts and cultural venues play in young people's lives, and fosters careers in the arts through: a partnership with Bath College (Bath Theatre Academy); apprenticeships; a Youth Theatre for ages 5-25; creative participation for 25+ and strong links with Bath Spa University, amongst many other projects.

Plans are underway to open a new community-oriented venue, provisionally titled **Venue 4**, within the existing Theatre Royal Bath footprint.

Theatre Royal Bath Productions is the theatre's producing arm and has become one of the country's most prolific producers and co-producers with productions touring nationally and regularly transferring to the West End and overseas.



Egg Development Manager (Maternity Cover) Job Description

Job Title:	Egg Development Manager (Maternity Cover)
Department:	Development, Theatre Royal Bath
Reporting to:	Head of Development
Responsible for:	n/a
Location:	Theatre Royal Bath, office-based
Term:	Part Time, Fixed term to 31 st July 2026
Hours:	24 hours per week
Salary & benefits:	£31,000 per annum pro rata (£18,600) Complimentary tickets for most productions at each of the three auditoria (the Main House, Ustinov Studio, The Egg) 4 weeks holiday pro rata

Objectives:

- To develop and implement strategies to secure income from trusts, foundations and individuals in support of Egg and Engagement projects.
- To lead on the stewardship, identification and cultivation of trust and foundation relationships.
- To manage impact capture processes for Egg and Engagement activity

Key Tasks and Responsibilities include *but are not limited to*:

Fundraising

- Develop and review Egg and Engagement fundraising strategies with Egg Director, Head of Engagement and Head of Development.
- Support the planning, budgeting and coordination of projects, in liaison with Egg Director, Head of Engagement and Head of Development, to realise fundraising strategy.
- Lead on the stewardship of existing funders, managing the reporting relationship.
- Identify and cultivate new trust and foundation relationships needed for Egg and Creative Learning projects. This could include bid writing or asset creation.
- Build strong cases for support, identifying all the information needed to create compelling proposals and reports for high and mid-value funders

- Write, budget and submit applications to trusts and foundations.
- Monthly reporting with Development Team and Egg Director, and Quarterly reporting to Head of Finance and Director.
- Delivering and Managing the Egg Development Plan KPIs related to the Development Team.
- Facilitate the writing of the next Egg Development Plan 2027-2032

Communications

- Lead on the planning, design and publication of annual Egg impact reports, in liaison with The Egg and the Development team.
- Create visually engaging, accurate and compelling materials for promotion and reporting.
- Work with the Marketing Department, in coordination with the Development Team, to create a schedule of Egg Development communications to compliment The Egg marketing.
- Design and execute plans to maintain and grow individual giving to the Wonderfund, in collaboration with the wider Development Team.
- Oversee integrated communications and marketing campaigns related to the Wonderfund and any strategically significant Egg and Engagement work
- Managing freelance professionals in the creation of projects and materials for Egg fundraising where an investment in these services have been agreed within the Egg and TRBs budget.

Data and Impact

- Develop and refine the impact capture and reporting process.
- Gather and share data internally to support project planning and understand progress against the KPIs laid out in the Egg Development Plan.
- Maintain accurate records of all applications, prospects and donor relationships using Spektrix.
- Analyse donor trends and manage fundraising pipeline using Spektrix.
- Provide clear guidance to colleagues on funded project requirements, deadlines and reporting, contributing to the creation of management processes to gather this data, including the Wonderfund and project activity.
- Provide data for use at Board level to support decision-making.
- Manage the collection of all qualitative and quantitative data for reporting purposes to donors, trusts and foundations and service level agreement partners including Bath Spa University.

Partnerships

- Identify local and national partnerships that support the goals of The Egg and Engagement.
- Fostering and maintaining local and national relationships with cultural and education partnerships, to support The Egg's and Theatre Royal Bath's goals in its charitable purpose.

General

- Deliver an ethical, legal and appropriate service for Theatre Royal Bath to a high standard.
- Be fully conversant with all Theatre Royal Bath policies.
- Attend Development meetings as required.
- Always abide by the financial coding, management and monetary systems laid down by Theatre Royal Bath's Finance Department.
- Act always in the best interests of Theatre Royal Bath.
- Attend evening and weekend events as required.
- Carry out any further duties as reasonable requested by the General Manager or Theatre Director.



Egg Development Manager (Maternity Cover) Person Specification

In completing your application, please refer to the Person Specification outlined below.

Experience

Essential

- At least 5 years proven experience in a development role, specifically with a strong track record in securing and growing income across fundraising streams
- At least 3 years proven experience securing income from trusts and foundations
- A strong track-record in managing a portfolio of relationships, including stewardship and donor relationships
- Experience of writing compelling narratives, programme structures and budgets at pace
- Deep knowledge of charity fundraising, marketing and campaign delivery

Preferable

- Experience using Spektrix
- Partnerships and contract management
- Event Management
- Facilitation and training skills

Qualifications

Preferable

- Fundraising
- Marketing

Skills

Essential

- Computer proficient (Microsoft, including Word, Excel, Powerpoint and Outlook).
- Very clear communication skills, both verbal and written.
- Excellent interpersonal and relationship management skills
- Excellent numeracy skills and financial literacy
- Excellent organisation skills and a willingness to adapt to different roles as may be required.
- Confidence using cloud-based software to manage projects, collaborate or to create marketing materials at short notice
- Ability to work well with both self-motivation and willing to work under the direction of Senior staff.
- Ability to multi-task, prioritise and problem solve.
- A flexible attitude towards hours of work and the cross-over of duties with other departments.
- Ability to exercise discretion at all times.

Personal Qualities

Essential

- Confident, enthusiastic, professional and self-motivated.
- Creative, empathetic and with a passion for community arts impact.
- Ability to work under pressure and to stay calm, with a practical attitude towards problem solving.
- Ability to prioritise tasks, work flexibly and use your own initiative.
- Welcoming and polite.
- A positive attitude towards learning and personal development.

Preferable

- Interest in theatre and the arts.
- Good knowledge of local area.

Egg Development Manager (Maternity Cover) Application Procedure

Deadline for Applications: 12 noon, Monday 6th October 2025

First Stage Interviews: Thursday 9th October 2025

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two independent written references, which are satisfactory to Theatre Royal Bath.
 - N.b: References produced by candidates will not be accepted.
- Verification of identity and Right to Work in the UK to be produced at interview stage.

Application Procedure

Please submit an up-to-date CV (2 pages max, PDF format) and respond to the three questions below.

Please use no more than 400 words per question.

1. **How are you suited to this role?** We are asking this question to hear about how your relevant experience and knowledge match the person specification.
2. **Tell us about a project you have worked on (it doesn't have to be theatre) that you feel has had a powerful and positive impact on the public and how you know that to be true.** We are asking this to learn more about your ability to write persuasively.
3. **Tell us about a challenging situation you faced at work and how you dealt with it.** We are asking this to learn how you face challenges or stressful situations.

Please email your CV and answers to your questions to: recruitment@theatreroyal.org.uk quoting your name and **Egg Development Manager (Maternity Cover)** in the subject line). We may ask you about your CV or your application in your interview. Please be prepared to speak about those documents and related experience.