

Dear applicant

11 February 2019

**Post of Events and Business Development Co-ordinator**

Thank you for your interest in the post of Events and Business Development Co-ordinator at Streetwise Opera. You will find enclosed the Job Pack. Remember to also download the Application Form from our website.

Apply by sending a completed Application Form to [info@streetwiseopera.org](mailto:info@streetwiseopera.org), with "Events and Business Development Co-ordinator" as the subject line. Please note that CVs will not be accepted.

The deadline for applications is **9:00am on 11 March 2019**.

Interviews for the role will take place in London, and are scheduled on:

- **Tuesday 19 March 2019**
- **Wednesday 27 March 2019**

Having read the Job Pack, if you have any questions about the role, or would like to arrange an informal conversation, please contact either Camille De Groote or Emily Hurrell on 020 7730 9551.

We look forward to receiving your application.

Yours faithfully



**Susie Gorgeous**  
Co-Executive Director



**Bridget Rennie**  
Co-Executive Director

## Job Pack – Events and Business Development Co-ordinator

<b>Role:</b>	Events and Business Development Co-ordinator
<b>Appointment:</b>	Full-time, permanent contract
<b>Ideal Start Date:</b>	15 April 2019
<b>Responsible to:</b>	Development Manager
<b>Salary:</b>	£24,000 pa Full-time, fixed term (12 months) Evening and weekend work will be required on occasion (time in lieu will be offered)
<b>Annual Leave:</b>	21 days (plus public holidays and time off between Christmas and New Year)
<b>Benefits:</b>	Season ticket loan, time off for volunteering (up to 6 days per annum)
<b>Notice Period:</b>	2 months on either side Probationary period of 6 months with 2 weeks' notice on either side



*Tell Me The Truth About Love.* Sage Gateshead, 2018.  
Photo: Rey Trombetta

## The Role

Streetwise Opera is an award-winning opera company for people who are or have been homeless. We run creative programmes in five regions across England and stage critically-acclaimed operas. Following a period of change and growth, this is an exciting time to join the Development Team in the new role of Events & Business Development Co-ordinator, which will focus on event management and building relationships with businesses, providing more capacity within the team.

Streetwise Opera has a successful track record of fundraising, and with an ambitious budget of c. £700,000, our strategy during 2019-20 is to pursue a range of identified opportunities, and significantly increase individual giving and corporate partnerships. We're looking for a driven, efficient, friendly individual with great people skills. This role will support the organisation's financial sustainability by producing high-quality events (such as our annual Burns Night Ceilidh), and securing and administering new business partnerships through our offer of corporate training, development and entertainment.

### Background

Streetwise Opera places equal emphasis on artistic excellence and social impact. Our productions platform the skills of our performers in a professional arena that is inclusive but not tokenistic. They promote positive attitudes towards homeless people and show the performers that whatever life throws at them, they can achieve great things. Underpinning these productions, our two-stage workshop programme involves weekly singing and acting workshops in homeless centres and arts venues, regular performances, opera trips and a volunteering scheme – a dependable source of creative activity in lives where everything else can be changing.

Streetwise Opera's latest major production, *Tell Me The Truth About Love*, was performed at Sage Gateshead in April 2018 ('a powerful and inspiring show' ★★★★★ The Guardian), with performers from its Newcastle and Gateshead workshops and musicians from Royal Northern Sinfonia.

Winner of the some of the top awards in the arts and homelessness sectors – including The Times/Gramophone Music in Community Award, Andy Ludlow Homelessness Award and Royal Philharmonic Society Music Award – Streetwise Opera demonstrates that when there is the dual support of arts and social care, people who have experienced homelessness can move forward faster and better.

Streetwise Opera's work improves wellbeing and increases social inclusion, which can result in transformational impacts such as more independent living, reduction in substance misuse, and engagement in education, training and employment. As one performer says: 'Streetwise Opera has shown me that if I can achieve this, surely I can take on anything else.'

## Programme

Streetwise Opera's artistic programme will be led by our incoming Artistic Director, Hannah Conway, who joins Streetwise Opera at the beginning of April 2019. Our current artistic cycle includes:

- a biennial professional opera production which takes place in one of the five Streetwise Opera regions
- a biennial Composer in Residence scheme
- small-scale performances and projects with artistic partners throughout the year (c. 30 performances p/a)
- year-round weekly music workshops in homelessness centres and arts venues in five regions across England (c. 430 workshops with 650 people p/a)

We are currently delivering our third [Composers in Residence scheme](#) and will produce a series of Opera Hours in our five regions featuring the new commissions the composers create with our performers in spring 2019. Our biennial 2020 production is in development and we have confirmed some key members of the creative team. Details are yet to be announced but will be shared with shortlisted candidates.

## Streetwise Opera's Strategic Priorities 2017-2021

- **Regional Development:** To build a stronger presence in each of our five current regions, that enriches the service we are able to offer to our performers, and is developed in association with partners;
- **Progression:** To set out and deliver a clear and established and well-defined progression programme that can respond to our performers' needs in each region, offering them clear journeys they can take through Streetwise Opera;
- **Communication:** To build a refreshed communications strategy that enables us to have a higher profile, greater web presence and local presence, and a confidence in how we talk about the work we do, including clear messaging for performers, funders, staff and the general public;
- **Diversity:** To create a more diverse team and board, including people who have been homeless and representing all of the regions we work in



Streetwise Opera workshop, Middlesbrough.  
Photo: Kev Howard

## **Job Description**

### **Events and Business Development Co-ordinator**

#### **Events**

- Assist the Head of Development and Development Manager with curating and delivering a portfolio of cultivation, stewardship and fundraising events
- Research and contribute ideas to develop the challenge and fundraising events portfolio to generate income for Streetwise Opera
- Lead on all event logistics, including venue and artist bookings, travel arrangements, invoicing, guest list management, RSVPs etc.

#### **Business development**

- Work closely with the Head of Development, developing and maintaining excellent relationships with corporate partners
- Pitch and organise workshops, training and events for businesses
- Prepare high-quality and engaging proposals
- Research and contact new businesses
- Identify and speak at external networking events
- Take a lead on all event logistics (as above) and liaise with colleagues
- Maintain records regarding business development, including the evaluation database

#### **Administrative tasks**

- Keep income and records from all sources in the charity's database up to date
- Ensure the website is kept up-to-date with current funders and information

#### **General requirements for Streetwise Opera staff**

- Uphold and promote the organisation's core values
- Contribute to the organisation's policy of including performers in decision-making processes
- Contribute to the organisation's strategic priority of diversity and to ensure that this informs all activities
- Contribute to the development of a professional working and learning environment within the organisation
- Ensure adherence to the organisation's policies and procedures
- Work in a flexible manner in line with the organisation's objectives and be willing to undertake other duties as reasonably requested
- Deputise for senior colleagues as appropriate

## Person specification

This is a varied and rewarding post at the heart of an award-winning organisation. We are looking for a persuasive and professional person who is keen to utilise and develop their skills and experience. A proactive and resourceful self-starter, you will bring new ideas to the table and grow our network of contacts and partners. As such, the personal qualities outlined below are just as important as relevant experience. If you can demonstrate transferable skills, experience and interests please be encouraged to apply.

### Personal

- Strong planning and organisational skills
- Excellent attention to detail
- Ability to motivate others and inspire commitment to Streetwise Opera
- Ability to work flexibly, independently, co-operatively and as an effective team member
- Ability to plan, organise and prioritise own workload
- A target-focused and thorough approach
- Ability to trouble-shoot and work flexibly to meet funders' and organisation's needs
- Intuitive and imaginative in finding solutions to problems
- Enthusiastic, adaptable and reliable
- Empathy with homeless and socially excluded people and a commitment to the aims and objectives of Streetwise Opera

### Skills and Experience

#### Essential

- One to two years' relevant work experience (e.g. events, sales, fundraising, sponsorship, HR, CSR, artist management)
- Exemplary written and verbal communication skills
- Excellent IT skills
- Demonstrable organisational skills with the ability to prioritise, multi-task and work well under pressure
- Interest in administration and systems
- Interest in the arts

#### Desirable

- Experience of delivering events and/or experience of developing corporate partnerships
- Experience of producing proposals tailored to different audiences
- Design software knowledge and skills (e.g. InDesign, Photoshop)
- Knowledge of fundraising in the arts and/or social welfare sectors
- Experience of working for a charity or arts organisation

## Applications

### How to apply

To apply for the position of Events and Business Development Co-ordinator, please send a completed Application Form to [info@streetwiseopera.org](mailto:info@streetwiseopera.org), with “Events and Business Development Co-ordinator” as the subject line.

The deadline for applications is **9:00am on 11 March 2019**.

### Data protection

The information you choose to share with us will be used to evaluate your suitability as a candidate. Your application will be reviewed by authorised Streetwise Opera staff and if it is unsuccessful, your personal data will be destroyed three months after the end of the recruitment process.

Data in the equal opportunities monitoring section of the form will be anonymised and analysed to improve our recruitment processes.

If your application is successful, your personal data will be held. We will regularly review the personal data we possess, to ensure that it is still required. If not, we will delete it. Find out more about how we process your data at [www.streetwiseopera.org/privacy](http://www.streetwiseopera.org/privacy).

### Diversity and equality

Streetwise Opera is an inclusive organisation and actively promotes equality. We welcome applications from a wide range of candidates, particularly those who have been homeless. Candidates with lived experience of homelessness who can demonstrate that they meet the essential criteria in the person specification will be guaranteed a first-round interview. Please ensure that you communicate this clearly in your application.



*The Passion*, Campfield Market Manchester, 2016.

Photo: Matt Webb