

RAMBERT

DEVELOPMENT COORDINATOR
Recruitment pack





Gallery of Consequence Photo by Yiling Zhao

What if...

there was a dance company where brilliant and daring people could show up and be supported to push themselves to move the world forward...

Welcome to Rambert

We believe that to give brilliant and daring people the chance to inspire others is to give them the power to change the world for the better. As one of the world's most diverse dance companies, we make dance that is awe-inspiring, adventurous, dynamic and relevant, and take it to our neighbourhood, the nation and the world.

We want to hear the most exciting and radical ideas wherever they may come from and to connect with audiences and participants from all backgrounds. Through performances, dance and wellness classes and courses for people of all ages and abilities, we want to ensure we are inspiring, engaging and relevant to everyone.



We create dance shows that tour to large scale (1000+ seat) venues.

We're actively building and serving a community of followers and supporters we're cultivating online at [RambertPlus.com](https://www.rambertplus.com) where as well as a subscription with hundreds of online classes and live performances we offer free membership to view dance films, behind the scenes, dancer interviews, podcasts, playlists and other inspiring content.

Under the leadership of Rambert's Chief Executive, Helen Shute and Artistic Director Benoit Swan Pouffer, we're setting ourselves ambitious goals trying new things, finding new ways to give people inspiration, ambition and belief.

Rambert strives to be an inclusive organisation that promotes diversity and equality of opportunity. Our aim is to create a truly inclusive organisation that reflects a society where everyone can thrive, have a sense of belonging, and be themselves. We aspire to achieve our cause through anti-discriminatory and anti-racist means and accept this is a journey we need to continually reflect and build on. To that end, we aim to drive inclusion, eliminate harassment and victimisation while working to advance equality of opportunity through all our processes from recruitment and operations through to the delivery of our public engagement and performances.



Helen Shute, Photo by Camilla Greenwell

WELCOME

Thank you for your interest in the Development coordinator role.

It's always an exciting time at Rambert. Alongside a programme of world-class contemporary dance on stage and screen, we toured *Peaky Blinders - The Redemption of Thomas Shelby*, reaching 250,000 audience in the UK and across the world and are preparing for the upcoming tour of our next large scale production *It's a Sin* in 2027.

Our digital platform Rambert Plus now services some 30,000 fans and our Ofqual accredited syllabus Rambert Grades (in partnership with Rambert School) reaches 1000s of young dancers worldwide. We have a co-working space in our award-winning architect designed headquarters on London's South Bank and have a growing programme of participation projects co-designed with the communities we serve around the UK.

We seek to balance our reliance on public funding with the commercial potential in our building, productions and new ventures. Alongside this we seek to demonstrate Rambert's credentials as a champion of inclusion, relevance and responsibility to our communities and the environments they live in.

Rambert is an award-winning organisation, working with the world's best choreographers and dancers, and alongside them we need an exceptional management team who ensure we create work to the highest possible standards and do it in the best possible way. How we do things is as important to us as the work itself.



Rambert's Development team plays a vital role in making this work possible, building relationships with individuals, trusts and foundations, companies and public funders who support the full range of Rambert's artistic, community and organisational ambitions.

In this pack you will find:

- Information on Rambert
- The job description and person specification
- The conditions of employment
- Information on how to apply

Further information can be found on our website www.rambert.org.uk. If you have the skills, experience and attributes and believe in what we're setting out to do, I look forward to hearing from you.

Helen Shute

Chief Executive/Executive Producer



GOVERNANCE, STAFFING AND FINANCE

Rambert (trading as Ballet Rambert Ltd) is a registered charity, and a company limited by guarantee. We are overseen by a non-executive board of Directors led by Rafaël Biosse Duplan, who was appointed as Chair in July 2026. Day to day management of the company is delegated to the Executive Team led by the Chief Executive/Executive Producer, Helen Shute. Ballet Rambert Ltd is part of the Rambert group of companies comprising Rambert Trust Ltd and Rambert Productions Ltd.

We have two joint ventures with Rambert School: Rambert Grades and a trademark holding company.

Rambert maintains a permanent company of c. 18 world-class contemporary dancers and a committed and dynamic staff of c. 35 who deliver the company's programme. We engage freelance artists on a regular basis, including musicians who accompany performances around the UK and internationally, and a faculty of dance artists who deliver our community and participation activity.

Rambert aims to create a programme that is artistically adventurous and ambitious whilst being financially and environmentally sustainable.

Our work is funded through national portfolio organisational (NPO) grant income from Arts Council England; box office income; fundraising from trusts, businesses and individuals other earned income including commercial hires of our enviable building, and theatre tax relief (TTR).



OUR BRAND

To be successful, brands need to communicate their cause and promise – then deliver on that promise every time someone comes into contact. Rambert has invested significant energy into developing a brand model and brand strategy. This model helps us live up to our values and informs how we communicate them. Everything in the model can be evidenced but is also aspirational. It describes us on our best days – the version of ourselves we would like to be more of the time.

The brand is central to our Audiences strategy but also everything we do, from commissioning, participation and community programmes, marketing, and fundraising to our House Rules, recruitment, and staff appraisals. Please think about how you could contribute to this promise if you came to work with us.



HOUSE RULES

- Everything starts with diversity and inclusion
- Always believe it can be better
- Take us with you
- We trust each other
- Look after yourself so you can look after others
- We respect and take responsibility for our planet and its people
- Don't look back but remember where you come from

IT'S YOUR MOVE.



DEVELOPMENT COORDINATOR



JOB DESCRIPTION

Main Responsibilities

Team administration and CRM

- Serve as a main point of contact for day-to-day enquiries into the Development team, responding warmly and professionally to donors, prospects, partners and colleagues.
- Maintain accurate Development records, including CRM data, shared documents, donation tracking, filing, action notes and prospect information.
- Be a key user of Rambert's CRM system, Beacon, ensuring information is accurate and fit for purpose for donor stewardship, membership, events, prospect management and reporting.
- Support team planning by keeping diaries, trackers and planning documents up to date, and by coordinating internal and external meetings.
- Support diary management and meeting coordination for Executive Team members where their diary needs overlap with Development activity, including travel and accommodation where required.
- Monitor Development inboxes and respond to queries or redirect them as needed.

Finance administration and reporting

- Lead on Development finance administration, including donation records, income coding, invoices, purchase orders, reconciliation processes and liaison with the Finance team.
- Work closely with the Head of Programme Funding to monitor and report on Development finances, restricted funds, fundraising targets and progress against key income lines.
- Prepare monthly Development finance reports and updates, ensuring income records are accurate, timely and clearly presented.
- Support the team to maintain accurate financial records for donors, grants, campaigns, events and supporter schemes.

Fundraising, membership and supporter relations

- Support day-to-day administration of supporter schemes, regular donors, patrons, members and campaign supporters.
- Manage and steward the Superfans membership tier, ensuring supporters receive timely, engaging and accurate communications.
- Support the Development Manager with administration of higher-level



membership schemes, including renewals, stewardship touchpoints, supporter records and event invitations.

- Create and maintain a tailored communications approach for different supporter groups, working with Development and Audiences colleagues to ensure messaging is relevant and joined up.
- Draft and send thank-you emails, letters, gift acknowledgements and other supporter communications.
- Process gifts and maintain accurate donation, pledge, contact, consent and communication records on the CRM.
- Support gift administration and reconciliation, working with the Finance team to ensure donations are recorded correctly.
- Manage renewal reminders and supporter journeys for regular supporters, patrons and members.
- Support the delivery of fundraising campaigns and appeals, including FUTURE100, The Big Give fundraising platform activity and other centenary-related communications, preparing distribution lists and campaign materials across email, website, print and social media in collaboration with the Audiences team.
- Ensure correct donor acknowledgement across Rambert's website, printed materials and event listings.
- Work with the Audiences team to support online giving, improve supporter journeys and help convert audiences, Rambert Plus users, fans and event attendees into donors and long-term supporters.
- Research prospects and prepare concise research notes, briefing materials and donor histories with direction from other team members.

Events

- Manage, prepare and attend Development events including open rehearsals, cultivation events, stewardship events, corporate engagement opportunities, supporter evenings and special events connected to Rambert productions and campaigns.
- You will be required to manage and attend regular evening events and occasional weekend events, on average two or three per month. This may include overnight stays in cities across the UK.
- Coordinate Development invites for organisation-wide events in conjunction with the Executive Assistant, Audiences team and relevant project leads.
- Administer ticket requests, guest lists and seating information for Development guests at Rambert performances and events.
- Communicate with Operations, Facilities, Producing, Front of House and Audiences colleagues about event requirements, including room bookings, diary updates, studio layout, catering, access needs, furniture and guest experience.



- Liaise with caterers and suppliers, place orders for refreshments and materials, and help ensure events are delivered smoothly and within agreed budgets.

Communications

- Lead or support the production of Development communications including gift acknowledgements, newsletters, event invitations, thank-you notes, campaign updates, donor reports and other digital and printed fundraising materials.
- Take responsibility for writing Development newsletter copy, drawing from case studies, quotes, programme information and the wider knowledge held across the organisation, in close collaboration with the Audiences team.
- Maintain and update Development sections of the Rambert website and Development-related social media content, with support from the Audiences team.
- Coordinate Development mailing lists for organisational and Development mailings, ensuring data is segmented accurately and handled in line with GDPR and Rambert policies.
- Gather and maintain case studies, stories, quotes, images, credits and statistics for sharing with funders, supporters and prospects, working closely with colleagues across Development, Audiences, Participation, Artistic and Producing teams.

Other duties

- Attend performances and events as necessary, including regular activity outside normal working hours and occasional weekend or overnight commitments.
- Work with colleagues across the organisation, building positive relationships and supporting good communication between departments.
- Help Rambert to proactively develop and encourage environmentally sustainable practice.
- Help Rambert to be an inclusive and diverse organisation.
- Undertake other duties as may be reasonably required.
- Carry out all duties with regard to Rambert's policies and procedures, including safeguarding, equality, diversity and inclusion, GDPR, finance and health and safety.



PERSON SPECIFICATION

We want brilliant and daring people to work at Rambert – people who are both empowered and accountable, who want to be here and are committed to making a meaningful contribution to our success.

We're a team of ambitious, collaborative and curious people and we're looking for someone who shares those qualities; someone who can think strategically, lead confidently and isn't afraid to roll up their sleeves and get stuck in when needed.

ESSENTIAL CRITERIA

- Strong administrative and organisational skills, with the ability to work to a high degree of accuracy under pressure.
- Good time management skills and the ability to manage a busy and varied workload, balancing regular processes with event and campaign deadlines.
- Effective and engaging written communication skills, with the ability to draft clear supporter-facing copy.
- Strong interpersonal skills, with the ability to communicate confidently and appropriately with donors, senior volunteers, artists, staff and external partners.
- IT literate, with the ability to use CRM systems, CANVA email marketing software, CMS platforms, social media and design tools. Training will be provided where necessary.
- A good team player with a flexible, proactive and enthusiastic approach to work.
- Available to attend occasional evening and weekend events as required. Time off is given in lieu.

Future Movement is Rambert's Creative Careers programme. Any current or past members of Future Movement who meet the minimum criteria for this role will be guaranteed an interview.

We welcome applications from people who may not meet every requirement listed. We are interested in your transferable skills, your approach and your willingness to learn as much as your direct experience. Training will be provided where needed.



EMPLOYMENT CONDITIONS

Salary:	£28,870 per annum
Employment Term:	Permanent
Hours of work:	37.5 hours per week.
Holiday entitlement:	25 days paid leave in addition to public holidays, pro rata.

This post carries a probationary period of three months, during which time the notice period required by either party is two weeks. After a satisfactory review, the notice period increases to two months.

Rambert operates a hybrid workplace with a balance on in-office and remote working. The exact balance of this is agreed with your line manager.

BENEFITS

- Death in service benefit (4x base salary).
- Employee Assistance Programme including Private GP and Counselling Virtual Appointments.
- 24-hour confidential helpline offering financial and wellbeing support
- Enhanced Maternity and Paternity Pay.
- Enhanced Sick Pay.
- Free access to Rambert classes (subject to class capacity).
- Free Access to onsite gym.
- Free tickets to Rambert shows (dependent on capacity)
- Two paid volunteer days per year.
- Discounted theatre tickets/Art Fund membership.
- [Star Card](#) offering discounts along the Southbank
- Pension Auto Enrolment begins after 3 months.



AN INCLUSIVE WORKPLACE FOR ALL

Our vision is to have a workforce that is reflective of the society we are based in therefore we encourage underrepresented groups within the arts industry to apply.

We understand that individuals who are Black, Asian and ethnically diverse are often underrepresented within the arts industry. We actively make a stance against racism; holding diversity and inclusion training and having a staff diversity and inclusion working group to ensure that we are on the right side of fighting racism.

We understand that D/deaf and disabled people are underrepresented within the sector. We will interview candidates who meet the minimum criteria for the role. Please let us know if you require any reasonable adjustments for any part of the recruitment process.

We are Living Wage employers because we want to help break the poverty cycle and reduce socio-economic barriers to those working within the arts.

TO APPLY

Please send the below to recruitment@rambert.org.uk by 12 noon Monday 27 July 2026.

- A CV
- A cover letter that details your interest in the role and your relevant experience and suitability for the role referring to the key responsibilities and personal specification (max 1 side)
- An equal opportunity monitoring form that will be provided to you once we have received your CV and cover letter.

Interviews will take place between: 29-31 July 2026

Only shortlisted candidates will be contacted. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

For more information, please contact Recruitment at recruitment@rambert.org.uk

Thank you and best of luck with your application



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