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STEP

**SADL
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ELLS**

Development Trainee

Location of role: EC1R 4TN, Islington
Placement hours: 30 hours a week
Working pattern: Part-time, over 4 days per week
Placement length: 12 months
Salary: £14.80 per hour

About Sadler's Wells

Sadler's Wells holds fast today to the vision that Lilian Baylis instilled here almost a century ago: that great art should belong to everybody. [Our mission](#) is to make and share dance that inspires us all, and our vision is to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other. This role offers you the opportunity to bring your ideas, passion, knowledge, and experience to Sadler's Wells. In return, you will be part of a strong and supportive team in a world class arts organisation.

More than half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the

world. Sadler's Wells Theatre has been located in Islington since the 17th century. Today Sadler's Wells consists of the Sadler's Wells Theatre (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' colleagues.

Our West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

Our fourth venue Sadler's Wells East opened in 2025 in London's Queen Elizabeth Olympic Park. Sadler's Wells' stunning new space is located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site forms part of a new cultural and education district, which also includes a major new University College London (UCL) campus and has direct links to the creative communities already based in east London.

Sadler's Wells East houses a 550-seat mid-scale theatre, as well as facilities for the [Rose Choreographic School](#) and [Academy Breakin' Convention](#), the UK's first Hip Hop Theatre level 3 extended diploma.

Visit our website to find out more:

<https://www.sadlerswells.com/>

About the role

The Development Department currently raises £3.5 million a year in private support from patrons and major donors, corporate sponsors and trusts and foundations. We are building on this success and have ambitious targets in the years ahead.

Role:

This role will sit within the Corporate Partnerships section of the Development Department, supporting them on ticket bookings, finance and events.

Responsibilities:

Administration

- Minute key meetings and ensure notes are saved in the appropriate files

- Work closely with Corporate Partnership colleagues to ensure that each corporate supporters' benefit tracker and costings tracker are up to date and that they receive their benefits accordingly
- Make ticket bookings in a timely manner and ensure that all tickets are sent to the relevant corporate supporter and paid if necessary
- Raise POs and process necessary invoices.
- Ensure that all invoices are raised in a timely manner and that income, pledges and 'asks' are all recorded on our CRM system and in our files
- Assist with contracts and other administration that may arise
- Maintain accurate corporate records and systems

Events

- Provide creative and logistical support for events that are managed by Corporate Partnerships, such as booking event spaces and AV, assisting with catering, raising POs, creating invoices
- Support the Corporate Partnerships event management, including creating and sending invitations, recording RSVPs, and attending events
- Attend and work at Development events as necessary such as Patron's Nights, Gala events, corporate events which may take place out of working hours

General

- Live, breathe and role model our organisational values of Collaboration, Excellence, Inclusion and Innovation
- Represent the Development department at internal meetings and always be an effective ambassador
- Strive for current best practice in fundraising especially concerning the use of personal data and financial transactions
- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours.

- Undertake other duties as may be reasonably required.

Skills and experience

If you don't have everything listed here, but believe you have demonstrable experience to take into consideration, please apply. We are aware every applicant will have strengths and development areas to accommodate, and we are open to discussions around how we can support the postholder.

Essential skills & behaviour

- Demonstrable interest and familiarity in the arts and Cultural Sector
- Dedication to customer care
- Excellent written and oral/verbal communication skills (or British Sign Language if primary language)
- Competent IT skills and experience of working with Microsoft applications such as word, excel, outlook
- Positive and proactive work ethic, with a commitment to meeting standards
- Reliable and punctual, with positive and professional time management
- Meticulous attention to detail
- Excellent organisational skills
- Ability to demonstrate initiative
- Interest in the fundraising profession
- Available to work evenings for necessary events

Desirable

- Knowledge of fundraising within the arts
- Knowledge of the dance and performing arts sector
- Experience of using a CRM system
- Positive and proactive approach to work
- Commitment to social inclusion
- Demonstratable interest and passion in the Arts and Cultural sector
- Understanding of the social impact and benefit of community arts
- Understanding of Health and Safety principles
- Ability to communicate clearly and effectively, using verbal and/or non-verbal as appropriate
- Ability to follow instructions and absorb information
- Ability to plan and organise, working within timelines and to deadlines

- Experience of working with Microsoft Word, Excel and Outlook applications
- Proficient in math and English
- Ability to maintain accuracy and pay meticulous attention to detail
- Ability to identify problems and seek support and help from others
- Ability to remain calm under pressure
- Responds positively to challenging situations
- Confident working with people from a variety of different backgrounds
- Ability to thrive in a team
- Confident adapting and creating new ideas and dealing with change

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.

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