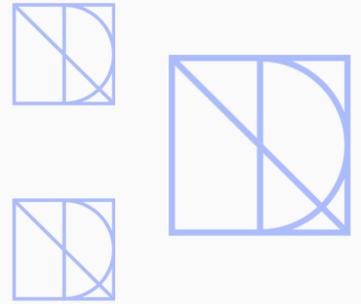


RECRUITMENT PACK

# Development Manager

# Welcome



## from the Co-CEO's

New Diorama is a pioneering studio theatre and creative hub in the heart of London, dedicated to championing, nurturing and meaningfully supporting the next generation of theatre-makers.

We support artists to make daring new work, as well as develop their artistic and business skills to help them achieve a sustainable future in a volatile industry. Open since 2010, we have been pioneers of a new movement in British theatre, and work commissioned by New Diorama frequently tours nationally and internationally, with original commissions such as *For Black Boys* and *Operation Mincemeat* demonstrating the scale and potential that our early investment and holistic support can proffer.

We are currently looking to grow our ambition and delivery across all strands of our work – community, development and artistic - as we continue to push the boundaries of what a small-scale studio theatre can do. New Diorama is looking for an ambitious and experienced Development Manager to help us on our journey to deliver this. Working closely with the Executive Director & Co-CEO, the Development Manager will be instrumental in increasing fundraising as part of our diversified income strategy.

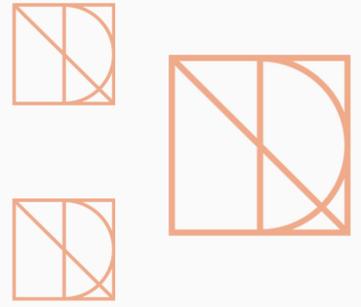
Our ideal candidate is a creative thinker and experienced fundraiser with an open mindset to explore new and interesting avenues of fundraising for the organisation. New Diorama prides itself on its collaborative nature, both in the work we support but also in the way we work. The Development Manager will work collaboratively with the rest of our small, dedicated team.

New Diorama is a small but impactful organisation, constantly interrogating the status quo and finding ways to elicit change to respond to barriers and problems that theatre makers face in an increasingly challenging sector. We are always looking for like-minded, bold and passionate people to help us on this quest. If this opportunity excites you, and you want the chance to make a real difference to the theatre sector, we'd love to hear from you.

Thank you for your interest in joining New Diorama.

Sophie Wallis, Executive Producer & Co-CEO  
Jonathan Maydew-Gale, Executive Director & Co-CEO

# About Us



## The Maker's Theatre

New Diorama is a creative home dedicated to transforming the landscape of how independent theatre is developed, supported and celebrated. Since opening in 2010, we have established an award-winning record of commissioning the most exciting, innovative new theatre and as thought-leaders for meaningful artist support and sector development.

We are the only UK theatre dedicated entirely to the growth of collaborative, devised performance and are recognised as the national home for independent theatre companies and ensembles.

**'A crucial part of the wider UK theatre ecology and an under-sung hero.'**

**The Guardian**

Based in the heart of one of the most diverse wards in London, each year we welcome ~20,000 audience members to see innovative productions and provide ~10,000 residents and members of our community with creative opportunity and access to the arts. New Diorama's central Mission is to be a first-class local theatre with a world-class profile.

## Our Impact

Our commissioned work has transferred to the West End (Nouveau Riche's Olivier-nominated For Black Boys...) and Broadway (Spitlip's Olivier award-winning Operation Mincemeat), toured nationally and internationally to prestigious venues including Germany's Schaubühne (Kandinsky's Trap Street), and broadcast on the BBC (Breach Theatre's It's True, It's True, It's True).

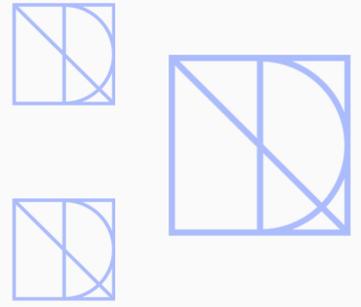
Our pioneering artist support programmes reach hundreds of independent companies and freelance artists annually, providing resources and mentorship to progress their practice, company and career that is not available anywhere else.

**'A reputation as an incubator of new talent... a level of creative support that's rare.'**

**New York Times**

In our short history, New Diorama is honoured to have received four Peter Brook Awards and ten OffWestEnd Awards for programmed work, been twice named The Stage Awards Fringe Theatre of the Year, also winning their Innovation Prize and the inaugural Critics' Circle Empty Space Venue Award.

# Our Approach



## Mission

New Diorama's central mission is to be a first-class local theatre with a world-class profile. Our ambition is to be the national epicentre of collaboratively devised theatre.

We champion, support, and develop theatre companies, ensembles, and makers by creating a nurturing holistic ecosystem where independent theatre can thrive

## Values

We view excellence, collaboration, inclusion and creative ambition as fundamental principles embedded within all our work, shaping the way we work with artists, audiences, our community and each other.

We actively seek to widen participation, remove barriers for under-represented groups and help ensure everyone, regardless of background or circumstance, can engage with and experience theatre.

## Collaborative Working

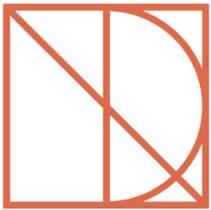
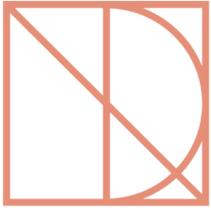
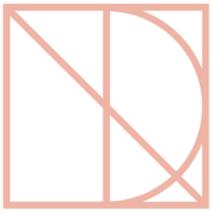
At New Diorama, we are a small, close-knit team, working with us means being part of something collaborative and ambitious - we support each other, share ideas freely, and work together to deliver our mission.

Our team structure reflects our collaborative values. We operate a sector-defining distributed leadership model which helps ensure artistic excellence, operational delivery, and strategic development work hand-in-hand. Our dedicated staff team work bring their experience and diverse skill-set to deliver our mission, by working alongside artists, creatives, companies and ensembles to help them achieve their artistic ambition and build a sustainable future in a volatile industry.

Core responsibilities come first, but we're agile, responsive, and understand that delivering great work sometimes means being flexible about how we spend our time. As a small team, everyone is expected to pitch in wherever necessary for the good of the organisation - such as direct local marketing, supporting productions and events, or helping each other during leave or busy periods.

We're looking for people who share our mission, vision and values, and who are conscientious, proactive and reliable, with a willingness to learn, support and adapt when needed.

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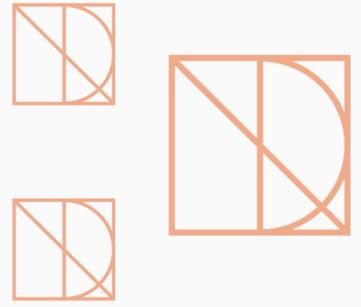


# About the Role

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DEVELOPMENT MANAGER

# About the Role



## Overview

This role is offered as maternity cover (12 months) with the possibility of becoming permanent for the right candidate.

**Job title:** Development Manager

**Responsible to:** Executive Director & Co-CEO

**Salary:** £30,000 - £35,000 (0.8 FTE, pro rata) per annum depending on experience

**Hours of work:** 32 hours per week (0.8 FTE, pro rata) inclusive of a 1 hour lunch break, worked over 5 days Monday to Friday. Core hours are 10am - 6pm. Staff meetings take place on Tuesday. We operate Time Off In Lieu for any additional hours the role requires, which can include evenings and weekends.

**Place of work:** New Diorama Theatre, 15-16 Triton Street, Regent's Place, London, NW1 3BF.

**Annual Leave:** 20 days (pro-rata), plus bank holidays and additional gifted days on your birthday and during closure over Christmas period.

**Probation:** Your appointment is subject to satisfactorily completing a 3 month probation period.

## Benefits

We strive to make New Diorama a supportive environment to work in, here are some of the ways we do that through the benefits we offer:

**Flexi-time:** Core hours between 10am - 6pm, supporting work-life balance.

**Wellbeing:** Financial contribution on top your salary, for gym membership or in support of other wellbeing activities of your choice.

**Annual Leave:** Additional gifted days for your birthday and during closure over Christmas period.

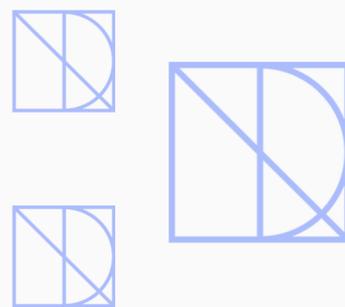
**Pension:** Company pension scheme enrolment with generous employer contribution.

**Tickets:** Complimentary tickets for all New Diorama productions (subject to availability).

**Discounts:** Subsidised food and drink at New Diorama's café.

**Training:** Dedicated budget to support professional and personal development.

# About the Role



## Opportunity

New Diorama is seeking a Development Manager to join us as a key new member of our team. This is an exciting and rewarding opportunity to play a pivotal role in securing the long-term future of one of the UK's most important new work theatres.

You will be responsible for identifying and applying for grants from trusts and foundations, securing sponsorship, cultivating relationships with supporters, producing engaging events, and championing New Diorama's radical artistic mission and impact to funders and stakeholders.

This role has been created to support the Executive Director & Co-CEO during the Executive Producer & Co-CEO's maternity leave. It is offered as maternity cover initially with the possibility of becoming permanent for the right candidate.

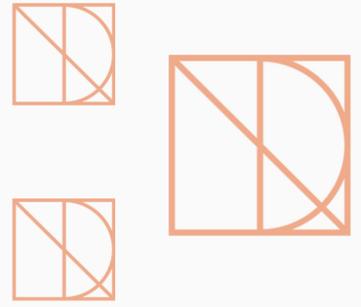


## Attributes

This is a fantastic opportunity for someone who shares our values and wants to significantly contribute to helping us write the next chapter of New Diorama's story:

- Passionate about independent theatre and artist-led devised work.
- Strong fundraising experience and excellent writing skills.
- Enjoy building long-term relationships with stakeholders.
- Support our mission and artists to make a tangible difference to the wider cultural sector.
- Contribute to a small, collaborative team.

# About the Role



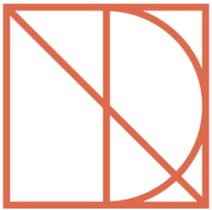
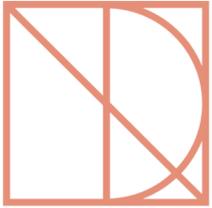
## Strategic Impact

During your time with us, we'll be looking for you to achieve tangible results that strengthen our financial position and build lasting relationships with stakeholders:

- Work collaboratively with the Executive Director to meaningfully contribute to a multi-year funding strategy.
- Ensure all fundraising activity aligns with our artistic programming and values.
- Secure new trust and foundation grants to fully support our 2026-27 programme and core costs.
- Develop and implement a sponsorship strategy, securing three new corporate partnerships.
- Grow individual giving income through increased donations, and stewardship of supporters scheme.



- Create and host cultivation events that meaningfully connect supporters with our work and artists.
- Develop and implement an effective supporter relationship management system using Microsoft Workspace tools.
- Create and manage a robust tracking system for funding opportunities, applications and reporting deadlines.
- Establish clear processes and templates for grant applications, reporting and donor communications.

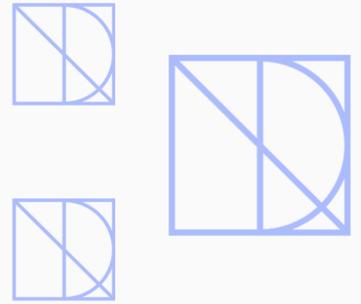


# Responsibilities

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DEVELOPMENT MANAGER

# Responsibilities



## Trusts & Foundations

You'll be responsible for building and maintaining relationships with funders who support our artist-led, values-driven work. You'll craft compelling applications that bring our work to life, manage a diverse portfolio of supporters, and ensure we meet all our commitments to funders.

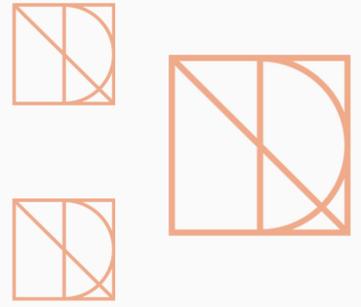
- Identify and prioritise trusts and foundations aligned with New Diorama's work.
- Write compelling, high-quality funding applications and reports that clearly articulate our impact and ambition.
- Manage a portfolio of existing trust and foundation relationships, ensuring excellent stewardship and timely reporting.
- Maintain a robust pipeline of funding opportunities across major national funders, local trusts, and corporate foundations.
- Work collaboratively to gather content, case studies, budgets, and impact data for applications and reports.
- Ensure compliance with all grant agreements and reporting requirements.
- Produce an annual impact report.
- Prepare quarterly trust and foundation updates to inform financial planning and be used in reports to the Board of Trustees.

## Sponsorship & Partnerships

You'll identify and develop new opportunities for corporate support, creating packages that align with our values while providing meaningful partnership opportunities for businesses who want to support independent theatre.

- Identify and secure sponsorship opportunities for the organisation, its productions, programmes and/ or projects.
  - Research and develop relationships with corporate partners aligned with our values and mission.
  - Create compelling sponsorship packages and proposals.
  - Cultivate and manage relationships to ensure mutual benefit and long-term engagement.
-

# Responsibilities



## Donor & Supporter Development

You'll help develop our approach to individual giving, building meaningful relationships with supporters who believe in our mission and want to invest in the future of independent theatre.

- Support the development and implementation of an individual giving strategy.
- Cultivate relationships with existing and prospective supporters.
- Oversee communications (incl. Quarterly Newsletters) with donors, including acknowledgements, updates and impact reports.

## Stakeholder Engagement

You'll plan and deliver events that bring our work to life for our supporters and create opportunities for stakeholders to connect with artists and experience the impact of their support.

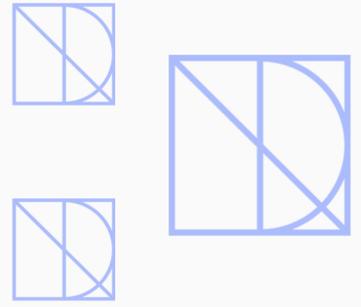
- Plan and deliver cultivation and stewardship events for supporters, funders and stakeholders.
- Host funders, donors and key stakeholders at theatre performances and events.
- Develop and maintain effective supporter relationship management systems using Microsoft Workspace tools.
- Prepare regular reports on fundraising activity and progress against targets for the Executive Director & Co-CEO and Board.

## Collaborative Responsibilities

All team members are expected to support each other wherever necessary for the good of the organisation. Your core responsibilities come first, but flexibility and teamwork are essential:

- Champion and honour New Diorama's vision and values.
  - Maintain confidentiality and abide by New Diorama's policies and procedures.
  - Follow Health and Safety and safeguarding rules and legislation at work.
  - Actively ensure Equality, Diversity and Inclusion is part of New Diorama's culture.
  - Participate in all team training, development and wellbeing initiatives as required.
  - Participate in all production and event attendance as required.
  - Undertake any other duties as may be reasonably required.
-

# Person Specification



## Key Experience & Qualities

We are looking for a creative, and experienced fundraiser who wants to make a tangible difference in the arts sector at one of the UK's leading independent theatres. If you are a collaborative values-led professional, we want to hear from you.

### Fundraising & Strategy

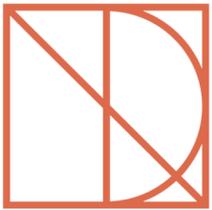
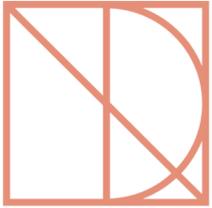
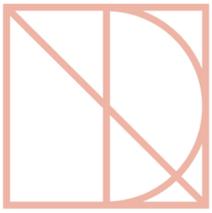
- Ability to help shape and implement a successful multi-stream fundraising strategy.
- Proven track record of securing significant funding from Trusts and Foundations and Arts Council England, with the ability to translate complex artistic projects into compelling proposals.
- Proven ability to consistently achieve ambitious fundraising targets.
- Experience in designing and delivering fundraising campaigns and donor-facing events.

### Relationship Management & Communication

- Experience cultivating and stewarding a portfolio of funders, donors, and supporters.
- Excellent interpersonal skills with the ability to speak confidently and persuasively to diverse stakeholders, from individual donors to corporate sponsors and government bodies.
- Exceptional impactful written communication, including reports, applications, and targeted newsletters and marketing copy.

### Values & Culture

- A genuine understanding and passion for independent theatre, specifically artist-led and devised work.
  - A demonstrable commitment to equity, diversity, and inclusion in all aspects of your work.
  - Flexible and adaptable, comfortable working in a small team.
  - Creative, and innovative approach to problem-solving.
  - Collaborative, respectful working approach with colleagues and stakeholders.
  - Alignment with the vision, mission, and core principles of our work.
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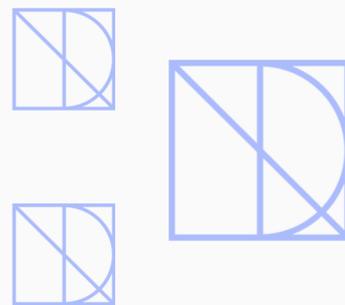


# How to Apply

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DEVELOPMENT MANAGER

# Application



## Application

**Deadline:** Midday on Monday 16 February 2026

**Interviews:** Thursday 26 February 2026

Please send the following information to [hello@newdiorama.com](mailto:hello@newdiorama.com) with the subject line **Development Manager Application:**

- A copy of your CV (maximum 2 pages).
- Your supporting statement telling us about why you are interested in this role, your experience and how you meet the Person Specification.

Please note: we accept either A written cover letter (maximum 2 pages) **OR** A video or audio file (maximum 5 minutes - as a link e.g. WeTransfer/ Google Drive) covering the same information.

## Interview

We will shortlist the applicants we would like to meet for an interview, if you have:

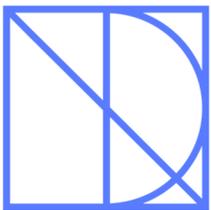
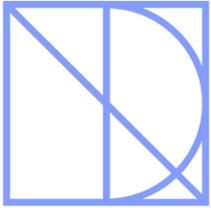
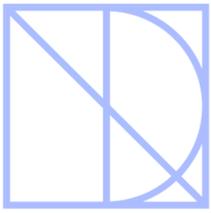
- Clearly shown us how you share our values and mission.
- Given us examples of how you meet the key qualities in the Person Specification.
- Given us relevant information about your professional experience.

All applicants will receive a response from us to confirm whether or not they have been selected for an interview. Interviews will be held in person at New Diorama Theatre on the date specified.

## Equal Opportunities

New Diorama are committed to creating an inclusive environment where all employees feel valued, respected, and empowered. We particularly encourage applications from individuals who are currently underrepresented in arts leadership, including:

- People from the Global Majority.
  - d/Deaf, disabled, and neurodivergent people.
  - Individuals from working-class backgrounds.
  - Members of the LGBTQ+ community.
-



**New Diorama Theatre**  
**15-16 Triton Street, Regent's Place**  
**London NW1 3BF**  
[hello@newdiorama.com](mailto:hello@newdiorama.com)  
**0207 383 9036**  
[www.newdiorama.com](http://www.newdiorama.com)

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**Thank you for your interest in New Diorama.**  
**We look forward to receiving your application.**