



**London  
Sinfonietta**  
making new music



**Fundraising & Events Officer**  
**Part-time**  
**April 2025**

## About London Sinfonietta

The London Sinfonietta is at the forefront of contemporary arts in the UK and internationally. We are one of the world's finest contemporary music ensembles with a reputation built on cutting edge programming and virtuosic performances. Founded in 1968, we have commissioned over 450 new works and premiered many hundreds more. We always seek to inspire more people with the sound of new music – across contemporary classical, jazz and experimental music – at venues including contemporary arts spaces, electronic music venues, international concert halls, and in community settings.

We are resident at London's Southbank Centre and Artistic Associate at Kings Place, perform around the UK and internationally, and have an extensive catalogue of recordings. We develop new talent from school projects through to early career professionals, ensuring the next generation of contemporary music creators thrives. We break new ground in the digital sphere and have created a participatory app with the musician Steve Reich which is still being used world-wide and launched our own digital channel.

We believe that contemporary arts and music are relevant to all people's lives, and commission and produce work that addresses issues affecting modern society, to connect with wider audiences and engage their imaginations. In 2021, we pioneered in the UK the first ever entirely bicycle-powered classical concert, working with theatre director Katie Mitchell in the staging of Laura Bowler's [Houses Slide](#). More recently, we staged Alicia Jane Turner's one-person opera [Tell me when you get home](#) with an all-female and non-binary creative team, which explored gendered experiences of walking home alone at night. We regularly collaborate with artists from other genres and have also worked extensively with choreographers, visual artists and animators.

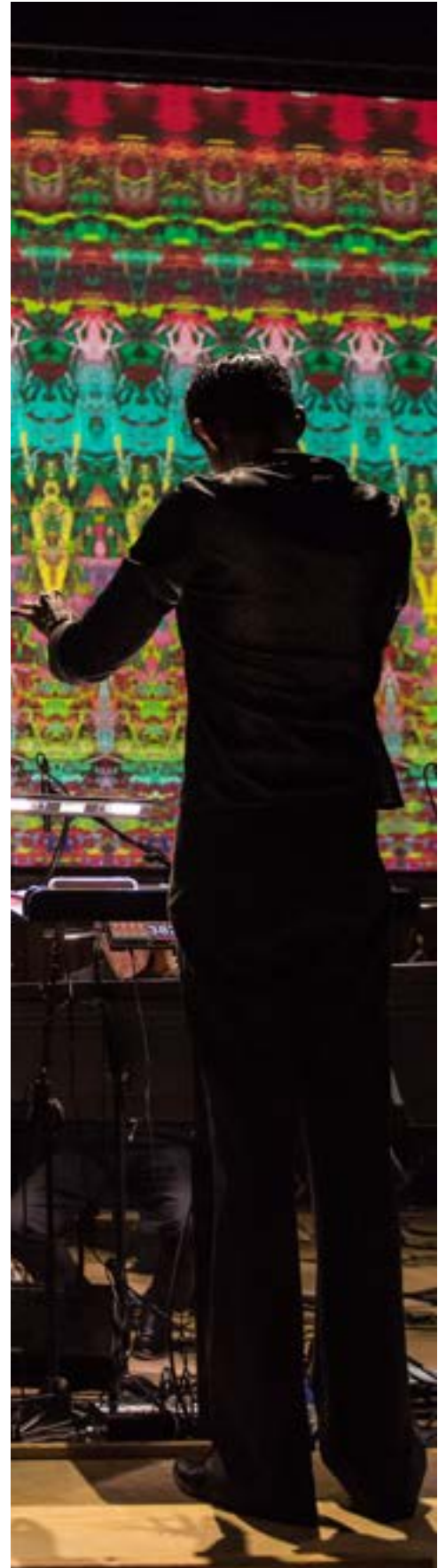
Following the Covid Pandemic, we are now working hard to rebuild our national and international touring programme. With more UK performance dates in our diary, we will also be touring to Poland, Norway, Ireland and Holland in the 25/26 season.

Our participation and learning work has gone from strength to strength over the past 35 years, after we were the first orchestra in the UK to establish a music education programme in the early 1980s. We reach thousands of people a year via public participation opportunities at concerts and events, schools and community engagement (both live and online) including our [Sound Out](#) concerts and [Composition Challenge](#) workshops and concerts involving the public on stage with us. Our [talent development programmes](#) provide world-class training to early career musicians through our side-by-side projects and composers are supported on our recurring [Writing the Future](#) scheme which, in the current round, is supporting, producing and performing the work of four music creators including those from non-classical and diverse backgrounds.

We take positive action in relation to artist representation. In 2024 we met our targets of reaching a 50:50 balance between pieces commissioned from men and women. We also reached our target of commissioning 30% of works from those representing Global Majority backgrounds.

The London Sinfonietta is a member of the Arts Council England's National Portfolio of Organisations and has confirmed funding from them until at least the end of March 2028, when (along with other NPO organisations) we will reapply.

We are now starting to work towards our 60th Anniversary of the organisation which lands in January 2028.



## The role and who we are looking for

The Fundraising and Events Officer administers LS's individual giving schemes, maximises income potential and delivers outstanding donor events and experiences across the London Sinfonietta's concert season. The role works with the Head of Development and the CEO & Artistic Director to manage a range of existing and prospective donors and leads on their on-going engagement, whilst also finding new ways to attract new people to the organisation and to contemporary music.

The Fundraising & Events Officer will also assist the senior team more broadly in wider income generation initiatives which are being developed as part of the Transform project. These may include approaches to businesses for sponsorship, corporate events and development of partnership work with higher education institutions.

We are looking for someone with experience of dealing with customers, donors or clients, with excellent interpersonal and communication skills to build and maintain relationships and instigate new ones. You will have had experience working in a fundraising, marketing or membership role, though the exact nature of your experience is less important than being able to demonstrate strong organisational and customer service skills and the ability to engage in a committed and enthusiastic way with supporters and potential new donors.

The successful candidate will have a solid understanding of how fundraising works in the arts and be comfortable with championing new music as a cause to support (although an in-depth knowledge of classical contemporary music is not a pre-requisite for this role). In all of this, you will be supported by the CEO & AD, Head of Development and our external Fundraising Consultant who bring their long experience and knowledge of the contemporary music space in which the London Sinfonietta works.

The role is a part time one (0.6 / 3 days a week) and is offered on a flexible, hybrid basis. It is anticipated that the successful candidate will attend the office at least 1 day a week but this can be flexible. The role is also required to be present events outside normal working hours on a weekday or occasionally a weekend.



## Fundraising at the London Sinfonietta

Fundraising plays a vital role for the London Sinfonietta, supporting our innovative new music programme, artist development schemes and our essential work in schools and the wider community. We raise c.£250,000-£300,000 a year via strong, long-standing relationships with Trusts and Foundations and a community of committed individual supporters, a small number of whom engage more closely and provide support for our commissioning process and other special projects. We are an Arts Council England National Portfolio Organisation, receiving £300,000 per year of core support and in addition we have recently received funding via Arts Council National Lottery Project Grants to fund a tour of our Sound Out! Schools' Concert. We are a member of Arts Council England's 'Transform' programme, which has seen an investment of £416,000 over three years in the development of new models of working to sustain the organisation in the future. This work has seen us increase box office revenue, audience engagement and commercial income, all of which move the long-term future of the London Sinfonietta to an ever more sustainable and resilient base.

Importantly, fundraising is something our senior team are very closely involved in. The CEO & Artistic Director and Head of Development steward the relationship with Arts Council England and lead on the strategy for approaches to major funders and individual donors, whilst the London Sinfonietta Council (Board) generates support through Council members' networks and via a Council sub-group: the Income Generation Committee. We also retain an external Fundraising Consultant (Red Kite Co-Director Jennifer Pattison) who supports us with Trust and Foundation bids and developing key aspects of strategy.

As part of our Transform project, we have also recently instigated a review of our individual giving and we have developed exciting plans to revitalise and relaunch our schemes, working towards our 60th anniversary in 2027-28. We are looking for someone who can input into these initiatives and our income generation plans more widely, and work with the CEO & AD, Head of Development and external consultants to implement and embed these plans across the next two years.

**“The world’s top  
new music ensemble”**  
The Times



## Key Responsibilities

### Stewardship and Engagement

- Regularly engage with existing donors, building and stewarding relationships to ensure their continued support
- Ensure that any donor benefits are realised and managed
- Develop and implement cultivation initiatives to attract new donors and retain existing ones
- Manage database systems including our customer relationship management (CRM) system Tessitura, and Donate2/Stripe online payment system to track donations and donor history
- Contribute written updates for donor newsletters and other communication materials
- Work with the Head of Development and external consultants to plan and implement a refreshed individual giving scheme and 60th birthday campaign

### Development Event Planning

- Organise and manage a variety of events, including receptions on concert evenings, open rehearsals, talks, and other fundraising and cultivation events throughout the year
- Oversee all aspects of event planning, from logistics and venue selection to instigating guest lists, tickets, invitations, marketing and promotion, liaising with colleagues in the Concerts & Production team as required
- Ensure smooth event execution providing excellent experiences for attendees

### Income Generation & Advocacy

- Assist the CEO & AD and Head of Development with broader income generation initiatives
- Assist with regular advocacy to raise awareness of the London Sinfonietta, communicating the impact of the charity's work to donors and the wider community

### Other

- Work with other LS teams to ensure a cohesive approach to fundraising and engagement, ensuring crediting and messaging of support are enacted correctly
- Liaise with finance team to ensure accurate reporting of donations and assisting with gift aid submissions
- Attend Tessitura Consortium meetings and relevant industry events as required, and carry out any other reasonable tasks as requested by the Head of Development

### General Responsibilities

- All staff are required to attend London Sinfonietta concerts and events in London
- Attend staff meetings and contribute to on-going strategic and operational discussions
- Take part in 1:1 meetings and periodic performance reviews, demonstrating a commitment to managing own learning and continuous professional development relevant to the role
- Demonstrate a commitment to achieving London Sinfonietta's goals in equality, diversity and inclusion and environmental responsibility
- Follow legal requirements and best practice in all aspects of Health & Safety, Safeguarding and Data Protection



## Person Specification

### Essential

- Experience of working in a fundraising, membership or related marketing area, ideally within the arts and culture or charitable sectors.
- Excellent written and verbal communication skills, with the ability to communicate an enthusiasm for the arts and music and convey LS's values and impact to external audiences
- Strong interpersonal and social skills, able to build and maintain relationships with donors, customers or clients
- Experience of using CRM systems or databases, in order to track donations and maintain relationships
- Excellent organisational and project management skills, able to plan and execute events successfully
- Strong IT skills, including MS 365, Sharepoint and Teams, with the ability to learn new software where necessary
- Resourceful, proactive and self-motivated, able to work independently on own initiative as well as within a team
- Adaptable and flexible approach to work, with the ability to work under pressure and achieve agreed deadlines within schedule

### Desirable

- Working knowledge of Tessitura CRM system
- Knowledge of working with online payment systems such as Stripe and Donate 2
- Awareness of Gift Aid rules and donation eligibility
- Working knowledge of digital email packages (Wordfly)
- Knowledge of data protection principles and GDPR
- Knowledge of trends, techniques, and best practice in fundraising
- Knowledge of contemporary or classical music and/or contemporary arts landscape



## Working at London Sinfonietta

We are a small, friendly and enthusiastic team based at Theatro Technis, in Camden (near Mornington Crescent and Kings Cross St Pancras stations). We are a hands-on organisation, with all staff able to input into the strategic direction of a world-renowned contemporary arts organisation. We have a commitment to professional development with regular training opportunities available. Staff mix regular home-working with being in the office and at events; our performances offer a regular social aspect, with staff able to access complimentary concert tickets for LS concerts as well as receive discounts at Southbank Centre's on-site cafés and shops. We offer 25 days holiday per year (rising by 1 day per year after 5 years' service to a maximum of 30 days) plus bank holidays, along with an enhanced maternity and paternity leave provision.

## Equity and Diversity

London Sinfonietta is committed to becoming a more diverse and inclusive organisation. We encourage applications from those who are currently under-represented in our workforce and also more widely in the classical music industry, including D/deaf or disabled, and applicants who experience barriers due to ethnicity, gender identity and/or socio-economic background. Should you require any reasonable adjustments throughout the application process, please let us know.

To ensure that our equal opportunities process is effective and to monitor the range of people who are applying to work with us, please complete an Equality and Diversity monitoring form with your application. Please access the form by clicking the following link or copying and pasting the address into your web browser: <https://forms.office.com/e/M6UnUJAqwb>  
All responses submitted are anonymous and will not be used by the interview panel for the purposes of selection.

## Data Protection

London Sinfonietta is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. Please visit <https://londonsinfonietta.org.uk/privacy-and-cookie-policy> which sets out, in line with GDPR, the types of data that we collect and hold on you and how the data is processed.

**“If I was the British Government, I’d declare  
the London Sinfonietta a national treasure...”**

**Steve Reich**



## Terms and Conditions

**Line Manager:** Head of Development

**Contract:** Permanent

**Role:** The London Sinfonietta is a small organisation which always needs to work flexibly and is able to provide all employees with a broad set of experiences that significantly enhance their future career prospects. It is expected that all roles in this small team will evolve over time, creating opportunities to take on new responsibilities, gain varied experience and develop new skills. Any significant changes to the job description would only be implemented in conversation with the post-holder and be supported by training as required.

**Working hours:** Part-time, three days per week (21 hours per week). Normal office hours are 10am to 6pm (or 9.30 - 5.30pm or 9am-5pm depending on requirements and by negotiation). In practice, the demands of the job will require working outside these hours, including working at events during evenings and weekends as necessary. A time off in lieu policy applies for event working at weekends or bank holidays.

**Office Address:** Teatro Technis, 26 Crowndale Road, London, NW1 1TT  
Hybrid office working, at least 1 day in the office per week, which may vary according to meetings and events. London Sinfonietta will provide a laptop or other home working equipment as required. London Sinfonietta may seek to alter the hybrid working arrangements should circumstances change (for example, if the team meetings pattern changes or the organisation moves to a different office base). Such alterations will be sought by mutual agreement with the employees.

**Salary:** c. £26,000 - £28,000 per annum pro rata, according to experience

**Pension:** All employees are auto-enrolled into a contributory pension scheme (subject to eligibility and the conditions of the scheme). LS contribute an amount equal to 3% of salary, with the employee contributing 5% of salary

**Annual Leave:** 25 days for a full-time role (plus statutory bank holidays), pro-rata for part time employees.

**Start date:** As soon as possible

**Probation Period:** 6 months

**Notice Period:** Under 1 month's service – 1 week  
1 month to successful completion of probationary period – 1 month  
On successful completion of your probationary period – 8 weeks





## How to apply

To apply for the position of Fundraising & Events Officer at London Sinfonietta, please send a cover letter including supporting statement outlining why you want to work for the London Sinfonietta and how you meet the person specification, and your CV to [recruitment@londonsinfonietta.org.uk](mailto:recruitment@londonsinfonietta.org.uk) by **12 noon, Wednesday 7 May**.

In addition, we would be grateful if you could complete the [Equality and Diversity Monitoring Form](#) with your application. Please note that the responses submitted are anonymous and for monitoring effectiveness of our recruitment processes only and will not be used by the interview panel for the purposes of selection.

**Closing date for applications: 12 noon, Wednesday 7 May.**

First round interviews will take place week commencing **12 May**.

If you would like an informal chat before applying, or for any queries about this role, please email

[frances.bryant@londonsinfonietta.org.uk](mailto:frances.bryant@londonsinfonietta.org.uk)

