

## Development Administrator

Curious about opera? Want to work in a dynamic and friendly team? Come join Irish National Opera, one of Ireland's leading arts organisations with a national footprint. We are seeking an exceptional individual to join our team as **Development Administrator**. In this role you will contribute to the company's fundraising efforts which enable the company to achieve its artistic goals. This is an exciting opportunity for anyone who wishes to pursue a career in the arts.

Working with and reporting to the Development Manager, the **primary functions** of the Development Administrator are:

- Assist the Development Manager in rolling out and administering the company's membership scheme;
- In collaboration with the Development Manager, Artistic Director and Executive Director, develop and maintain relationships with INO supporters;
- Assist the Development Manager in managing relationships with Corporate Partners;
- Lead and assist with the delivery of the development department's data and digital donations strategy;
- Support the Development Manager in the delivery of Trust and Foundation research and applications;
- Lead and assist with the development delivery of fundraising events; and
- Maintain and develop INO's CRM database and booking system.

### Other Responsibilities

#### Development

- Serve as first point of contact for specific individual donors
- Manage group communications with individual donors
- Provide support in evaluating and developing the company's membership scheme
- Analysis of INO's audience data to advance INO's digital fundraising efforts
- Research Trust and Foundation funding avenues and assist the Development Manager in the applications, relationship management and reporting
- Lead and assist in identifying and cultivating donor prospects
- Support the Development Manager in developing and implementing plans to secure wide portfolio of individual donors
- Lead and assist in devising and managing fundraising events and special events for donors and sponsors
- Contribute ideas to the development of the company's fundraising strategy
- Contribute ideas for fundraising initiatives
- Send invitations and maintain R.S.V.P. list for opening nights and special events
- Support the company's Corporate Partnership strategy
- Support the Development Manager in maintaining relationships with Corporate Partners
- Assist in the compiling and proofing of fundraising literature
- Maintain and update the list of current donors in programmes and the INO website
- Attend and minute Development Committee meetings
- Lead and expand on the INO Future Leaders Network initiative.
- Manage and curate INO's LinkedIn communications in consultation with the Development Manager.
- Collate and compile INO's Charitable Tax Relief claim in conjunction with the Business and Finance Manager

## General

- As appropriate, support the company's activities in other departments
- As appropriate, support the company's outreach initiatives
- Attend performances, press conferences and other events as necessary
- Contribute ideas and analysis for the overall development of the company
- Perform other duties that may be required by the company from time to time

## Person Specification

The ideal candidate will be an effective communicator, with excellent listening, interpersonal and networking skills. They will have the ability to clearly articulate the company's purpose and priorities and engage stakeholders imaginatively. They will have a keen eye for detail and will demonstrate an efficient approach to data management. They will show talent and capacity for building and maintaining relationships with individual donors, corporate supporters, foundations and other funding bodies.

The candidate will have some experience in the arts, non-profit or related sector. They will have a passion for the arts and a desire to contribute to the growth, development and success of Irish National Opera. A knowledge of opera or the willingness to learn about the opera sector is essential.

## Experience and Skills:

- 3 years' experience working in the arts, non-profit or related sector
- Superb written and oral communications skills including correspondence, reports and proposals
- Experience in managing CRMs, box office systems or databases
- Good storyteller
- Strong interpersonal and diplomatic skills
- Ability to research and prepare funding applications
- Creative thinking and entrepreneurial spirit
- Personal accountability, high level of integrity, ability to work under pressure
- Focused self-starter with ability to work collaboratively with teams
- Strategic mindset
- Good at anticipating problems before they arise

## How to Apply

To apply for this role, please email your CV and a cover letter outlining your suitability and experience to Cate Kelliher, Business & Finance Manager at [cate@irishnationalopera.ie](mailto:cate@irishnationalopera.ie). All applications will be treated with the strictest confidentiality.

**Closing Date: Friday 20 September 2024.** Interviews will be held the week of w/b 30 September.



# Irish National Opera

## CANDIDATE INFORMATION PACK

### About Irish National Opera

Irish National Opera is Ireland's largest and most enterprising opera company. It was created to transform opera in Ireland, in the firm belief that opera is for everyone. As Ireland's national opera company, its purpose is to grow the opera community, nurture and champion Irish talent and present extraordinary performances throughout Ireland and beyond.



*The Marriage of Figaro* Gaiety Theatre, April 2018

Established in 2018, the award-winning company performs large-scale productions of works from the great operatic canon in Dublin, Cork and Wexford, and takes touring productions to venues of all sizes throughout Ireland. The company's 2024-25 season features seven operas in nearly 40 performances at fourteen different venues.



*Orfeo ed Euridice*, Galway International Arts Festival 2018 & National Tour Feb/March 2019

Irish National Opera responded creatively to the challenges posed by the global pandemic and kept opera alive in Ireland through a stream of online concerts and events. An early pandemic highlight was its eight-part miniseries of Mozart's *The Abduction from the Seraglio* which was created entirely through mobile phones in performers' homes. It commissioned and produced *20 Shots of Opera*, 20 new short operas for film, a project that garnered enthusiastic reviews from the international press — The Wall Street Journal described it as “an exhilarating jaunt through up-to-the-minute lyric creativity”.

In February 2022 the company's production of Vivaldi's *Bajazet*, a co-production with the Royal Opera House, brought a work by Venice's most famous composer to the stage of The Royal Opera in London for the first time. *Bajazet* received an Olivier Award for Outstanding Achievement in Opera for conductor Peter Whelan and the Irish Baroque Orchestra. The company's co-production of Humperdinck's *Hansel and Gretel* with Theatre Lovett and Abbey Theatre won Best Opera at the 2022 Irish Times Irish Theatre Awards. INO and partners Dumbworld received an inaugural Next Stage Grant, awarded by Fedora Platform and Opera Europa with the support of leading global management consulting from Kearney to develop a Street Art Opera App to accompany Brian Irvine and John McIllduff's *The Scorched Earth Trilogy*.



*The Second Violinist* London 2018, Amsterdam 2019

In 2022 INO presented its first youth opera, David Coonan and Dylan Coburn Gray's *Horse Ape Bird*, and two community operas, Elaine Agnew's *Paper Boat* with a libretto by Jessica Traynor, in collaboration with Music for Galway, and the company's first ever virtual reality opera, Finola Merivale's *Out of the Ordinary/As an nGnách*, involving students from rural Ireland and communities from Inis Meáin, Tallaght and South Dublin. *Out of the Ordinary/As an nGnách* won the coveted €50,000 Fedora Platform Digital Prize which is also supported by Kearney, and has been seen at Kilkenny Arts Festival and Dublin Fringe Festival.



*Least Like The Other* Galway International Arts Festival 2019, Dublin Theatre Festival 2021, Royal Opera House, London, 2023

## Company Culture

Led by Executive Director Diego Fasciati and Artistic Director Fergus Sheil, Irish National Opera currently has a dedicated and hard-working core team of 18. We encourage a culture of collegiality, mutual respect and professionalism. We endeavour to create a supportive work environment where self-initiative and professional development are valued. We expect high- quality work to be delivered at all times in a fast-paced environment. We encourage team members to familiarise themselves with the work of other departments and the work of the company. We encourage everyone to contribute to the growth and development of the company.



*William Tell*, Gaiety Theatre, November 2022

## Key Information

Irish National Opera is an equal opportunity employer and encourages and welcomes applications from candidates of all backgrounds.

This role will require some evening and weekend work, as well as some travel. The company offers time in lieu for any overtime worked.

The principal place of work is the company's office at 69 Dame Street, Dublin 2. Remote working arrangements are possible where practicable.

The company will offer a competitive salary commensurate with experience, plus up to 5% pension contribution upon completion of probation. The company conducts annual performance and salary reviews.

The role is offered as a three-year contract, subject to successful completion of 6 month probationary period.

The annual leave entitlement is 20 days.

### **How to Apply**

To apply for this role, please email your CV and a cover letter outlining your suitability and experience to Cate Kelliher, Business & Finance Manager, at [cate@irishnationalopera.ie](mailto:cate@irishnationalopera.ie). All applications will be treated with the strictest confidentiality.

Closing Date: Friday 20 SEPT 2024 5pm

For a confidential discussion about this role please contact Aoife Daly, Development Manager, at [aoife@irishnationalopera.ie](mailto:aoife@irishnationalopera.ie)

**More information on Irish National Opera can be found on our website:**

[www.irishnationalopera.ie](http://www.irishnationalopera.ie)

Thank you for your interest in this role.