



## MEMBERSHIP COORDINATOR VACANCY

**Contract:** Part-time (17.5 hours p.w.)

Initially an 18 months contract with the possibility of extension

**Salary:** £20,000 - £22,000 pro rata (dependant on skills and experience)

**Location:** Manchester City Centre

The Royal Exchange Theatre sits at the heart of Manchester's culturally dynamic city centre. We are one of the largest and most compelling producing theatre companies in the UK.

As the Membership Coordinator you will support the raising of funds from individuals and will have responsibility for the day-to-day administration of the theatre's membership scheme. You will have specific responsibility for: delivering membership recruitment and retention campaigns; processing memberships and payments on our Box Office database; leading on stewardship and benefit delivery for members; and, organising and delivering member's events.

Located within the Development Department, you will be part of a small and dynamic team of six fundraisers, where everyone is collaborative, flexible and hands on in the day-to-day operation.

**Closing date:** 10am, Wednesday 4 July

**Interviews:** Thursday 12<sup>th</sup> July

*We believe that diversity strengthens and enriches us, and that it is the responsibility of everyone at the Royal Exchange Theatre to make the arts and cultural sector a more diverse and equal place. As Black, Asian and minority ethnic (BAME) and disabled people are currently under-represented here, we particularly encourage and welcome applications from BAME and disabled applicants. All appointments will be made on merit.*

The Royal Exchange Theatre Company is a registered charity, No 255424