Fundraising and Income Coordinator

The Production Managers' Forum (PMF) is interested in working with a Development professional who would take responsibility for developing and running our income generating activities.

About the PMF

The PMF is a free resource for anyone involved in the Production or Technical Management of Theatre or Live Events. We aim to share ideas and knowledge and to promote best practice within production and technical management.

We are a not for profit Community Interest Company (CIC) run for the members, by the members, who number over 1,300. Most are UK based, but about 20% are from the USA and a further 5% from other countries. The organising committee is made up of experienced Theatre and Events professionals, who give their time for free.

We enable registered members to connect with each other through the PMF website www.productionmanagersforum.org, our social media channels, and quarterly newsletters. We organise regular Forums and Town Halls. We also publish Production and Technical Management job vacancies, and run a mentoring scheme for early career Production Managers. We engage with the membership via social media and group emails.

The PMF aims to continue to be free for its membership. However running a CIC and expanding the services we offer to our members is not without its costs, hence the need to generate income.

About the Role

The PMF will pay the Fundraising and Income Coordinator (FIC) 25% of any income they have helped generate. This will be paid on the first day of the month following the arrival of the income in the PMF bank account.

We have identified five income generating schemes which the FIC will work on:

- Easy Fundraising
- Forum Sponsorship
- Organisational Membership
- Priority Job Listings
- Corporate/company sponsorship

See later in this document for more details about these schemes.

The Fundraising and Income Coordinator will:

- be an early career Development professional who is looking to expand their portfolio and experience, or someone who is looking to move into this area.
- have knowledge of and an interest in theatre and live events
- have good knowledge of social media and IT systems.
- make their own decisions about how much time they devote to PMF work and when, as remuneration is on a results basis.

- be able to fit their involvement with the PMF around other employment.
- attend and participate in PMF Committee meetings, where possible. These are held via Zoom about once a month, and last about 90 minutes.
- 'check in' at least twice a week to our Slack channels to keep up to date with discussions and developments.
- invoice the PMF monthly, based on income generated
- be responsible for their own tax arrangements.

The PMF will give the FIC:

- a PMF email address, which they will use for any PMF communications.
- access to the PMF Slack channels. This is where most of the committee communication takes place.
- a credit as Fundraising and Income Coordinator on the PMF website, where they will also have a biography published, if they wish.

Income Schemes - the FIC will:

- Work to increase the income we already receive via **EasyFundraising**, which our members are encouraged to support.
- Work with the Forums team on continuing to acquire **Forum Sponsorship**. There are about four PMF Forums a year. These are in-person events held throughout the UK, but are also live streamed on Zoom and Facebook, and are available afterwards on our website. The Fundraising and Income Coordinator will be responsible for contact with each sponsor once identified by the team.
- Work with the team on the details and implementation of the **Organisational Membership Scheme**, and be responsible for most of the communication with the organisations identified for this scheme, including invoicing and annual renewal.
- Help to explore the idea of paid-for **Priority Job Listings**. The job vacancies page is our most frequently visited website page. While we want job listings to remain free to all organisations and candidates, we believe there may be an income stream available by offering a priority service.
- Work with the PMF team, and especially the IT team, on developing a **corporate/company sponsorship scheme.**
- Be free to propose any other income generation schemes which they think would benefit the PMF. These will be subject to approval by the PMF Committee.

What next?

If you are interested in working with the PMF in this way, please send a letter outlining your experience and interest in the role, plus a CV to info@productionmanagersforum.org and we will be in touch.

Interviews will be via Zoom with the chair, the treasurer and other members of the PMF committee. The initial contract will be for twelve months. There will be a review of the role after three, six and twelve months, and annually thereafter, if it is mutually decided to extend the role past the initial twelve months.

The successful candidate's involvement with the PMF may be terminated with one month's notice in writing by either party. Any income which has been generated by their work, but which we receive after their involvement has ceased, will be payable for six months following the end of that involvement.