

**Marketing &
Development
Manager**



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**Boundless
Theatre
is all about
taking risks
and not
playing it
safe. That
feeling of
wow.**

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Marketing & Development Manager

Role Description

Title: Marketing and Development Manager

Reports to: Executive Producer & Co-CEO

Location: Hybrid (Remote and on-site)

Type: Full-time

Salary: £35,000

Role Begins: Immediately, pending notice period

Deadline for Applications: Friday 31st January @ 10am

About Boundless Theatre

Boundless Theatre was established in 2001 as an innovator, advocator, and producer of theatre that engages young people. Operating from our Croydon base at Stanley Arts, where we moved in 2022, we specialize in co-creative work with young people aged 15-25. We focus on co-production, artist development, and community engagement, all centered on the voices and experiences of teenagers and young adults. In 2025, we aim to push this further, ensuring we remain a leader in theatre made by and with young people.

Originally founded as Company of Angels, Boundless Theatre has been a National Portfolio Organisation since 2012, with secure funding through to 2026.

[Boundlesstheatre.org.uk](https://boundlesstheatre.org.uk)

[@boundlessabound](#)

[#weareboundless](#)

Boundless Theatre,
Stanley Arts,
12 S Norwood Hill,
London
SE25 6AB

Our Values

Boundless Theatre's work is driven by a strong set of values developed collaboratively with our community, including our Board of Trustees and our Advisory Group of 15-25-year-olds. We seek someone who can embody these values and foster them within the team and community:

Empowering:

We believe in fully supporting all young adult artists and audiences to share their vision for the future. By creating ongoing and adaptable support, we help our community thrive, recognizing the power and resilience of 15-25-year-olds, and fostering an environment of open dialogue and resource-sharing that speaks to their lived experience.

Creativity:

We are radical and embrace disruption, challenging conventional thinking to enable young adults to lead creative lives. We encourage creative problem-solving and adaptability, leaning into new ideas and change to build a dynamic future together.

Collaboration:

We believe the best results come from collaboration with our community, amplifying marginalised perspectives, and seeking equitable solutions. We are committed to creating spaces where all voices are heard, and we embrace the discomfort necessary to drive meaningful, positive change.

Inclusivity:

We are a sanctuary of respect, celebrating diversity, and representing voices of a broad range of 15-25-year-olds. We foster an inclusive culture, creating discrimination-free spaces and affirming the belief that our best work comes from diverse backgrounds, ideas, and expressions.

Integrity:

Transparency, honesty, and ethical practice are at the heart of our organization. We are clear about our principles and maintain high standards for all who work with or for us, prioritizing the integrity of our process alongside our goals.

Role Purpose

To create and deliver dynamic marketing and development strategies that enhance our organisational storytelling, support our artistic, community and development programmes and foster strong relationships with young people, industry stakeholders, funders and audiences.

Key Marketing Duties

Marketing and Communications Strategy

- Working closely with the Executive Director and Creative Director, develop a comprehensive marketing strategy that supports our artistic and community goals that aligns with sector standards.
- Maintain and enhance the organisation's brand identity, ensuring a consistent tone of voice across all external communications.
- Collaborating closely with the Executive team, drafting and delivering vision and manifesto documentation

Marketing & PR

- Oversee the marketing of organisational and artist development projects, with a focus on engaging audiences and stakeholders.
- Manage the marketing of Boundless Theatre productions and co-productions when they arise
- Being responsible for design, production and distribution of print materials
- Booking advertising
- Manage relationship with PR company, and collaborate with the team to draft press releases, statements and articles

Digital and Social Media Management

- Develop a Digital and Social Media Strategy for the company and manage its implementation across the team
- Coordinate and collaborate on social media content creation with the artist development team

- Support organisational storytelling by offering a relatable, authentic voice that speaks to both our young community and industry collaborators alike
- Manage the organisation's website and other digital platforms, ensuring they remain user-friendly and updated.

Key Development Duties

Trusts and Foundations, Corporate Sponsors, and Public Funders

- Manage an active portfolio of Trusts, Foundations, and sponsors, fostering long-term, sustainable relationships to secure funding annually across a range from £5,000 to £150,000.
- Working closely with the Executive team, develop and implement a strategic fundraising plan to secure core and project funding
- Working with the Executive team to identify projects that require additional fundraising consultation
- Working closely with the Executive Director & Co-CEO to conduct in-depth prospect research, gathering data on Boundless Theatre's impact and achievements to inform tailored bids and proposals.
- Cultivate new funding and sponsorship partnerships, exploring opportunities for long-term engagement.
- Maintain an updated funder contact database, tracking engagement histories, and relationships.

Individual Giving and Donor Cultivation

- Develop and deliver strategies to engage individual supporters, focusing on growing unrestricted income streams.
- Leverage special campaigns and events, such as The Big Give and unique fundraising initiatives around key productions, to engage donors.
- Work with Boundless Theatre's leadership to identify and engage high-net-worth individuals and major donors.

Strategic Development and Stakeholder Engagement

- Collaborate with the Executive team to refine Boundless Theatre's fundraising strategy, ensuring alignment with the organisation's mission and vision.
- Ensure consistent messaging and public acknowledgment of supporters, enhancing donor visibility through appropriate recognition.

Events and Campaign Management

- Plan and execute cultivation events, including press nights, supporter previews, and exclusive gatherings, to strengthen relationships with funders and donors.
- Serve as the main point of contact for supporters during events, coordinating with Boundless Theatre's creative and operational staff.
- Work with the Creative Director to deliver personalized engagement activities for major donors, updating them on Boundless Theatre's activities and inviting them to key events.

Administration & Other Duties

Administration and finance

- Maintain Boundless Theatre's marketing and fundraiser databases, ensuring records are accurate and up-to-date.
- Manage the Marketing and Development department budget
- Coordinate with the Finance team to manage donations, including accurate Gift Aid processing, monthly reconciliations, and compliance with GDPR.
- Prepare quarterly and annual reports on development and marketing activities for the Executive Team and Board of Trustees.
- Ensure compliance with all relevant policies, including GDPR, Fundraising Regulator guidelines, and ethical fundraising standards.

Additional Responsibilities

- Represent Boundless Theatre at sector events, building our profile in the community and with potential partners.
- Participate in team meetings, training, and theatre events, which may include occasional evening or weekend commitments.
- Advocate for Boundless Theatre's mission and vision, contributing to an inclusive and supportive environment.

Skills and Experience

Essential

- Demonstrable experience in communications and marketing management (3-4 years preferred).
- Experience of collaborating on Development strategies
- Proven ability to manage and deliver marketing campaigns successfully.
- Strong written communication skills, with experience in writing persuasive funding proposals and impact reports.
- Excellent understanding of digital media and social networks, with a creative approach to leveraging these tools.
- Self-motivated and adaptable, with a collaborative approach to working in a small, dynamic team.
- A genuine interest in the arts and in supporting young people through creative engagement.

Desirable

- Demonstrable experience of leading on Development strategies (3-4 years preferred)
- Familiarity with youth engagement and programming.
- Willingness to grow and develop within the role, particularly if early in career.
- Previous experience of the arts and charity fundraising landscape, especially in youth-focused or community-centred organisations.
- Proficient in marketing and fundraising software and databases
- Knowledge of Gift Aid processes and GDPR compliance.

Application Details and Inclusive Hiring Statement

To apply for this post, please upload a CV and covering letter outlining your thoughts on the main areas of focus of the role and your experience in delivering them, as well as completing our Equal Opportunities Monitoring Form.

[The application form can be found here.](#)

Boundless Theatre is an inclusive employer and operates a policy to aid the further diversification of our team. We encourage applicants from a broad range of backgrounds, with diverse skills and experiences, to contribute to our organisation. All candidates who identify as disabled and/or as part of the global majority who meet the essential criteria will be invited to a first-round interview.

If you require any reasonable adjustments to apply, please contact us with the job reference in the subject line and tick the appropriate box on your application form.

[Applications should be submitted by 10am on Friday 31st January. Interviews will be held online during the week commencing 3rd February. If necessary, there may be a second-round interview in person the following week.](#)

For any questions on the role please reach out to us at hello@boundlesstheatre.org.uk.

