



GARSINGTON OPERA
AT WORMSLEY



Development Officer



Contents

- 3 About Garsington Opera
- 4 The Role
- 5 Development & Audiences Team
- 6 Job Specification
- 7 Key Duties and Responsibilities
- 9 Person Specification
- 10 Staff Benefits
- 11 How to Apply



About Garsington Opera

Located in the stunning Chiltern hills on the Wormsley estate, Garsington Opera is a prestigious summer festival with a fast-growing international reputation. With performances in June and July we produce four productions each year, in partnership with our two resident orchestras The English Concert and the Philharmonia. We have recently opened Garsington Studios, which provides state of the art rehearsal spaces, production workshops, café, offices and a home for our acclaimed community programme and world-class Emerging Artists scheme. This is an exciting time to join an innovative and growing company.

GO Mission

- To enrich the lives of our audiences and participants by producing operas which are theatrically compelling and of exceptional musical standard
- To encourage and expand knowledge and appreciation of opera through performance and exciting life-long participatory projects with a dynamic, inclusive, outreach programme in the community, for all ages and abilities from diverse backgrounds
- To discover, encourage and nurture the best young performing talent, particularly from the UK, providing an outstanding programme of development for young professional singers
- To broaden our audience through appropriate use of digital media
- To grow our national and international reputation



The Role

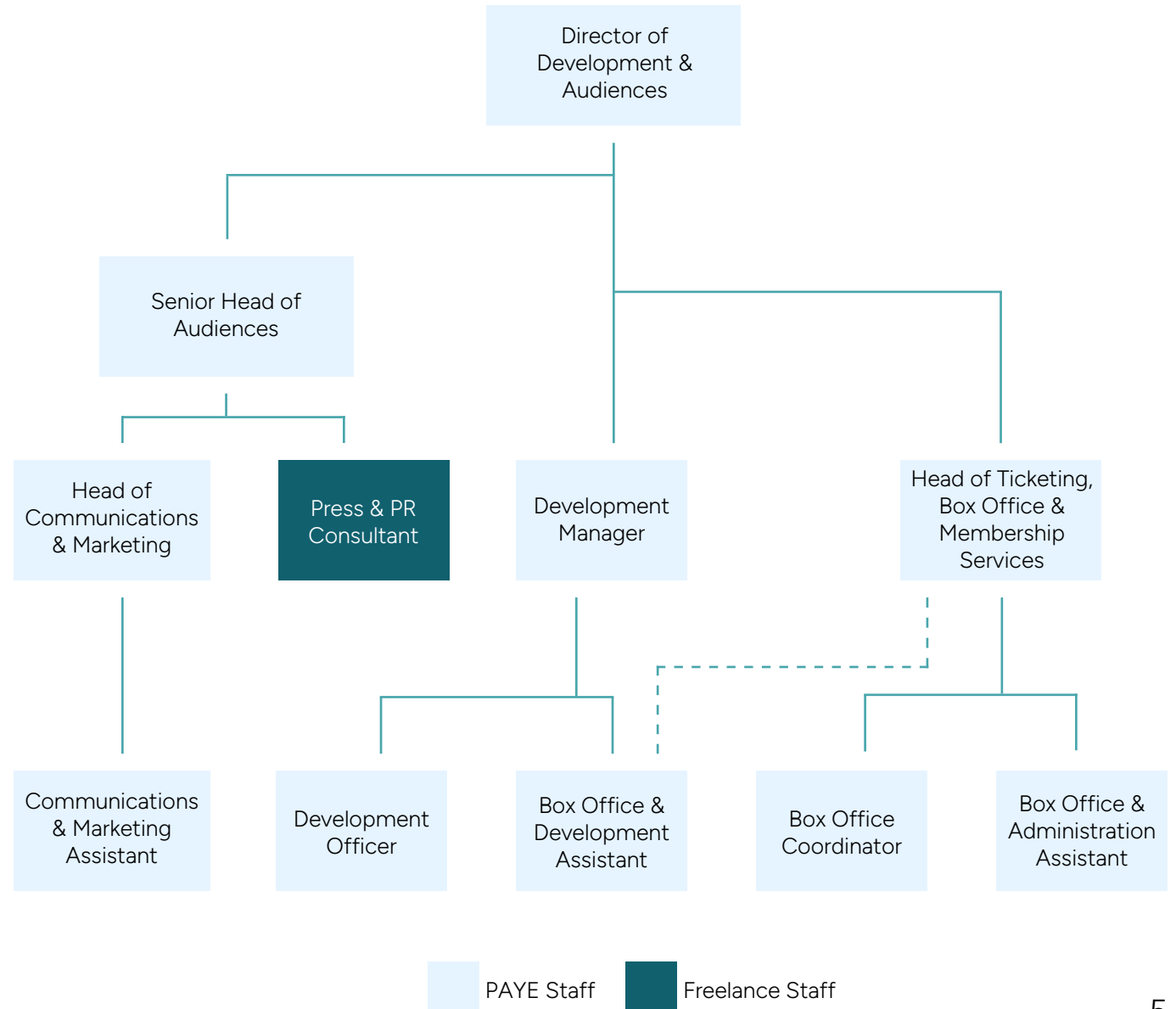
Garsington Opera is looking for an enthusiastic and collaborative early-career fundraiser to join our Development & Audiences team as Development Officer. The Development Officer will play a key role in supporting the Director of Development & Audiences and the Development Manager in the stewardship of our individual donors and will also play a vital part in the preparation of applications and reports for trusts and foundations with a focus on our GO Participate and wider GO Pathways programmes.

The successful applicant will join a team with a strong track-record in successful fundraising, and the role offers excellent hands-on experience in many different areas with the opportunity to take ownership of key tasks in a supportive environment.

The Development Officer reports to the Development Manager but will work closely with colleagues across the organisation to implement effective communication, cultivation and stewardship plans to support our fundraising strategies.



Development & Audiences Team





Job Specification

Post: Development Officer

Hours: Permanent, full time with some home-working considered

Reporting to: Development Manager

Salary: £26,500-£28,500

Application deadline: 9am on Monday 26 October 2026

Interview date: Wednesday 11 November 2026 at Garsington Studios

Start date: December 2026

Based at Garsington Studios, our office hours are 9.30am – 5.30pm, Monday – Friday except during the opera season (May – July) when evenings and weekends are included as well as occasional events throughout the year.

This job description outlines the principal responsibilities and duties of the post holder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post and which arise out of changes in legislation, regulations, orders, rules and working practices, methods and procedures and reviews, as directed from time to time.

Garsington Opera is committed to providing and supporting an inclusive environment that promotes equality, diversity, and inclusion. We are aware how a diverse team enriches our culture, where all can reach their full potential and flourish whatever their background. We encourage applications from all suitably qualified persons, regardless of background, race, sex, gender, disability, sexual orientation, religion/belief or age.



Key Duties and Responsibilities

Individual fundraising

- Support the Director of Development & Audiences and Development Manager with prospect research including leading bi-monthly prospect meetings
- Help inform and deliver the cultivation & stewardship strategy for supporters
- Implement an effective donor acknowledgement process including donor crediting and timely recognition
- Ensure our Tessitura CRM System is kept up to date, including accurate record management, updating plans, inputting all individual gifts and regular reporting on unpaid pledges

Trusts and foundations

- Key liaison with the GO Participate team, ensuring project sheets are up to date, compiling information for applications/reports, and arranging donor and stakeholder visits
- Assist on applications to trusts and foundations and manage own portfolio of trusts and foundations
- Monitor and track funding requirements, including the timely preparation of first draft proposals & reports on all elements of the GO Participate team
- Input gifts on Tessitura and ensure that records and requirements are kept up to date
- Research new Trusts and Foundations



Events and Festival season

- Define guest lists and draft event invitations as required
- Research and produce briefing notes on guests, and update the CRM with follow-up actions
- Support the delivery of the annual events programme, including venue research/hire, event set-up and stewarding guests
- Assist the Executive Director, Director of Development & Audiences and Development Manager at Festival drinks receptions, and provide on-site support and assistance to members and donors

CRM system and emails

- High level department user of Tessitura database for fundraising activity (training provided)
- Assist Development Manager/Finance team with reconciliations, audit etc
- Monitor Development email inbox and distribute emails amongst the team



Person Specification

Essential

- Excellent relationship management skills with the ability to build positive relationships and work collaboratively at all levels including with colleagues, donors and trustees
- Strong IT skills with an emphasis on Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and a familiarity with the principles of CRM systems
- Excellent literacy and numeracy with well-developed writing skills
- Demonstrable ability in taking a systematic and process-driven approach to prospecting, fundraising and donor stewardship
- Experience in clear and persuasive application or report writing
- Experience of working under pressure within a focused, target-driven environment
- Able to demonstrate a proactive and creative approach to “moving things on” independently
- Flexibility to work evenings and weekends as required
- Full UK driver’s licence and own car

Desirable

- Experience of Tessitura or equivalent database
- Interest in the arts and heritage sector



Staff Benefits

Garsington Opera is committed to making sure that all our staff are supported in both their professional and personal lives. As part of this, we are able to offer members of staff a range of benefits including:

- 25 days annual leave and bank holidays
- annual leave allowance increases with length of service
- staff pension scheme
- cycle to work scheme
- death in service scheme
- tech scheme
- electric vehicle lease scheme
- enhanced maternity/adoption/shared parental leave
- employee assistance programme
- dress rehearsal tickets during the Opera Festival
- free on-site parking
- on-site EV charging available.



How to Apply

The closing date for applications is 9am on Monday 26 October 2026. Applicants should submit a cover letter and CV as PDFs via email to **admin@garsingtonopera.org**

CVs should include:

- details of relevant achievements and experience as well as educational and professional qualifications
- contact details including day and evening telephone/mobile numbers.

Your covering letter should:

- be no longer than two pages
- summarise why you are interested in this post
- highlight your relevant experience matching the criteria outlined on pages 6 - 9.

Successful applicants will be contacted and invited for interview. Interviews will take place on Wednesday 11 November 2026 at Garsington Studios.



Garsington Opera

Garsington Studios, Wallace Hill Farm
Stokenchurch, HP14 3YF

01494 376037

admin@garsingtonopera.org

www.garsingtonopera.org