



Engagement and Fundraising Officer (Volunteer Board Member)

Job Description

Time commitment: Approx. 2-4 hours per week, with increased time commitment during key events and productions

Location: Edinburgh

Type: Voluntary, Board-level position

Organisation type: UK-registered charity and limited company

Closing date for applications: 5pm, Sunday 22nd June 2025

The Role

We are seeking an enthusiastic and proactive Engagement and Fundraising Officer to join our Board of Trustees. This role will play a vital part in maintaining and enriching the cast experience, driving community engagement, and supporting the financial sustainability of the company.

This is a hands-on role with a time commitment of approximately 2-4 hours per week, though this will increase during auditions, show weeks, fundraising events, or other peak activity periods.

We are very keen to enhance and diversify our income pathways, so experience in trusts & grants fundraising alongside community fundraising is preferred, but not essential.

Key Responsibilities

Cast & Community Engagement

- Organise cast socials, wellbeing-focused and celebration events (e.g. pub crawls, karaoke, after-parties)
- Encourage supporting other amateur theatre productions
- Maintain connections with local venues and community partners

Fundraising & Sponsorship

- Plan and deliver company fundraisers (e.g. auctions, quizzes, fringe events)
- Source raffle and auction prizes
- Explore new fundraising opportunities, including partnerships and performance bookings
- (Preferred) Assist with drafting funding applications or sponsorship proposals

Merchandise & Promotion

- Coordinate cast t-shirt and hoodie orders with suppliers
- Collaborate with the Marketing Officer to promote merchandise and events



Show Week Support

- Help organise front-of-house rotas and brief volunteers
- Book venues for after-show celebrations
- Support cast experience elements (gifts, awards, warm fuzzies, etc.)

Ongoing Communications

- Respond to queries via the engagement inbox
- Share updates through Facebook groups and cast channels

Trustee Responsibilities

As a board member and charity trustee, you will:

- Share legal responsibility for the organisation's governance, finances, and compliance
- Participate in board meetings and decisions on productions, team hiring, and company strategy
- Support good communication across the company
- Act as an ambassador for the company in the wider arts and amateur theatre community
- Trustees must act in accordance with UK charity law and Companies House regulations, always in the best interests of the organisation. Training and guidance can be provided to anyone new to these responsibilities.

What We're Looking For

- Strong organisational skills and a creative approach to engagement
- Confidence communicating with diverse groups
- Experience in event planning, fundraising, or community outreach
- A genuine passion for the arts and community theatre
- A collaborative spirit with the ability to work independently
- The ability to remain unbiased and professional when acting in a Board capacity within the company in matters pertaining to members who may also be friends
- Conflict management and critical thinking skills
- Awareness of general business practice or the willingness to learn
- A commitment to demonstrating and upholding the value of the company

Interested?

We'd love to hear from you!



Whether you're a seasoned fundraiser, a community organiser, or someone keen to build new skills in a supportive environment, we welcome your application.

To apply, please send a current CV and cover letter explaining how your skills and experience fit the role to:

Lauren McAnna (Chair of the Board)
chairoftheboard@edinburghmusictheatre.co.uk

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