

RECRUITMENT PACK

Fundraising Internship (Fixed Term)
2026



HOME

WELCOME

Thank you for your interest in the role of Fundraising Intern (Fixed Term May 2026 – September 2026) at HOME.

HOME is Manchester's beating heart for theatre, film and art. It's an everyday escape, a space which invites everyone in for conversation, creativity, culture and connection. At HOME, you can discover new dimensions, old favorites and everlasting stories.

HOME is Manchester's premier arts centre and a registered charity, welcoming over 7 million visitors since opening. HOME features two theatres, five cinemas, an art gallery, and a popular restaurant. HOME collaborates with artists from both the UK and around the world to produce and present exceptional visual art, cinema, and theatre experiences. Placing a strong focus on UK theatre, international works, new commissions, and artist development, HOME is deeply rooted in the community, pushing creative boundaries, embracing experimentation, and sharing bold, exciting art with as wide an audience as possible. Our patrons include director Danny Boyle, actress Suranne Jones, playwright and poet Jackie Kay CBE, and artist Rosa Barba.

Our programme is presented across:

- Five state-of-the-art cinemas, presenting one of the UK's most celebrated programmes of independent film
- Two theatres – c.500 seat proscenium arch, T1; and c.130 seat flexible studio theatre, T2 – presenting HOME produced productions
- 500m² contemporary visual art space
- Digital platforms
- Talent development and engagement spaces
- Youth and education settings and within communities across Manchester

HOME also relies on trading and secondary income to support the charity, including two bars, a restaurant, event spaces and retail space.

If you require a large print version of this recruitment pack, or any reasonable adjustments to apply for this position, please contact recruitment@homemcr.org.

OUR VISION & MISSION

WHAT WE'RE HERE FOR
We're an open and social space for the curious from all of our communities, future artists and producers of work that is provocative, playful and contemporary, of Manchester and the world.

WHERE WE WANT TO BE
We want to be central to making Manchester a major city celebrated for its distinctive art – art that enriches the lives and life chances of its people – and a magnet for artists and creatives from all over the UK.

- WHAT MAKES US TICK**
- We are conscientious
 - We are considerate
 - We are collaborative
 - We are creative
 - We are curious

STRATEGIC OBJECTIVES

We're here to share exciting, entertaining and thought-provoking stories with the people of our city and beyond

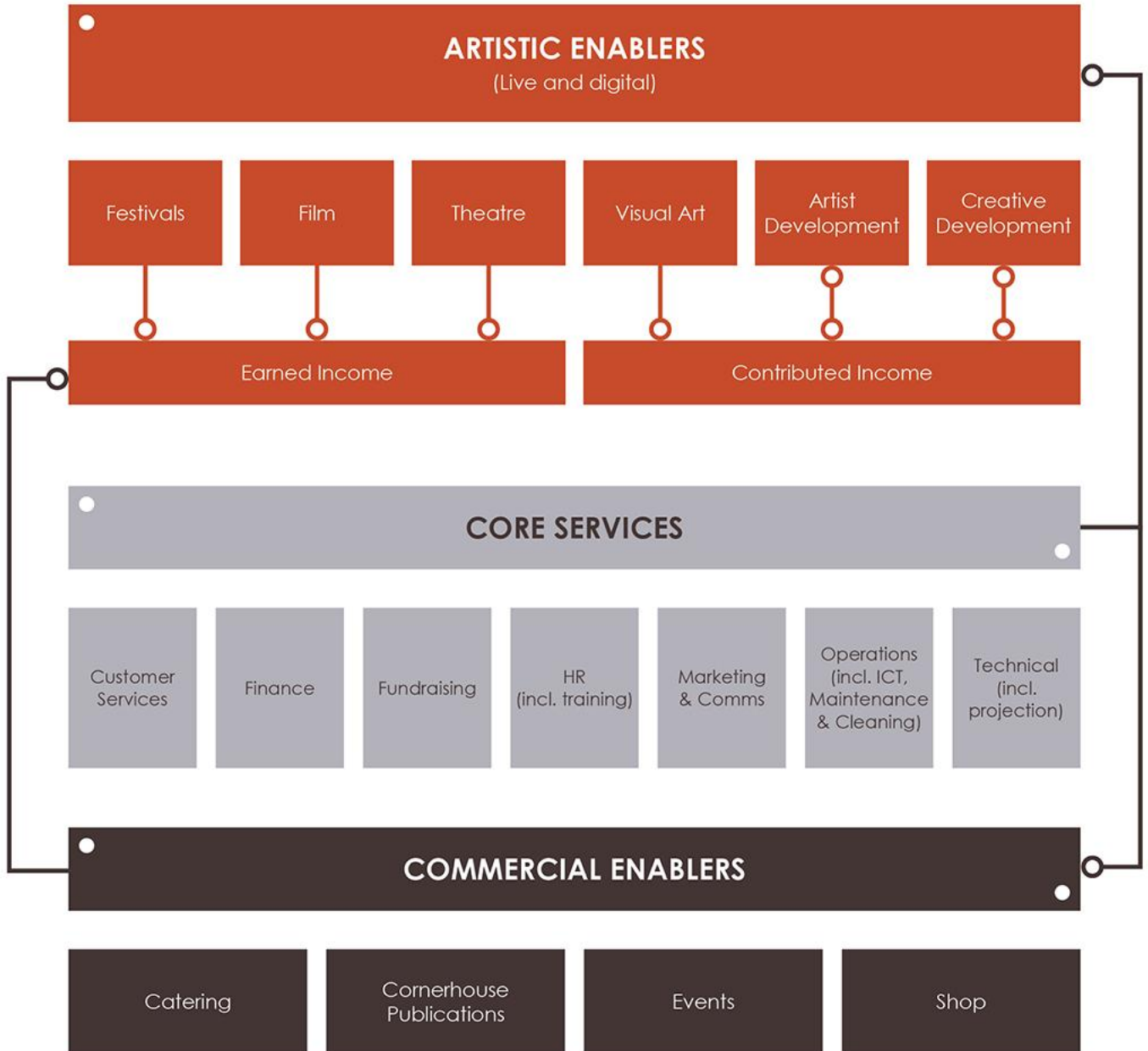
We're here to nurture creativity

We're here to develop and make our team feel valued

We're here to tackle inequality

We're here to protect the planet

HOW WE WORK





Equality at HOME

We want our workforce to reflect the diverse communities of Greater Manchester and we welcome candidates from all backgrounds. We actively encourage and support applications from groups who are currently underrepresented across the arts sector, including;

- Members of the Global Majority
- Individuals from lower socio-economic backgrounds
- Deaf, disabled and/or neurodiverse applicants
- People from the LGBTQIA+ community

HOME is a Disability Confident Employer, and a Supporter of the Greater Manchester Good Employment Charter.



KEY INFORMATION

Salary	Real Living Wage £13.45 Per Hour
Contract	Fixed Term 192 hours over 16 weeks – start date 25 th May, end date 7 th September 2026.
Hours of work	Working days: Mondays and Wednesdays. Hours will be within office hours (9am – 5pm). Occasional evening work will be required to assist at press nights and events. Overtime payments will not be made, however, time off in lieu (T.O.I.L), with the line manager's agreement, will be available to cover any additional hours worked.
Dates to be available	Wednesday 3 rd June: Press Night Wednesday 8 th July: Press Night
Holidays	25 days pro rata
Pension	GMAC Ltd operates a company pension scheme with a 3% company contribution, that is available to all staff, if you qualify.
Other benefits	Discounted cinema tickets (subject to availability) Discounted theatre tickets (subject to availability) Employee Assistance Programme
Probationary period	2 weeks
Notice period	2 weeks

JOB DESCRIPTION

Purpose

The Fundraising Internship is an opportunity for anybody interested in the arts, fundraising, producing or arts administration to learn all about fundraising in the arts.

Learning how to fundraise is an important skill. All projects in the arts – from theatre productions to art exhibitions, vital community projects to artist training and development – require funding to happen.

Fundraising also offers transferable skills in creative writing, research, relationship building and management, and event management.

This role has been designed to give an overview of the Development (fundraising) team at HOME. You will support the team to nurture and develop relationships with existing and prospective funders, assist with the writing and design of inspiring reports thanking supporters for their contributions, be trained in application writing for grants and write at least one yourself, support with prospect research and undertake further research projects. By the end of the internship, you will have a good understanding of different roles in arts fundraising and learn some foundational skills for you to utilise in the future.

Main duties

- Assist with prospective research across trusts and foundations, individuals and businesses
- Assist with information gathering and the writing and design of reports for existing supporters
- Support application writing for small scale grants and write at least one application yourself (training will be provided)
- Assist with the organisation and delivery of Development events.
- Assist with the writing of newsletters to HOME's supporters
- Support the delivery of a donations campaign
- Undertaking research projects
- Attend meetings, taking notes when required flexibility for the individual to work evenings (with advance notice) in line with the delivery of development team events (will aim to provide 3 weeks' notice where possible to allow provisions to be made)

Additional Duties

- Perform all tasks in line with HOME's commitment to providing the widest employee access
- Take part in working groups & training sessions as required
- Be an advocate and ambassador for HOME
- Uphold and follow values and GMAC policies, particularly those around diversity, environmental sustainability, positive work environment and sexual harassment, access, safeguarding, H&S & GDPR
- Keep up to date with financial, administrative and operational best practice
- Carry out duties as deemed appropriate by the Head of department
- Work evenings and weekends if required

This is not an exhaustive list of duties and HOME's management may, at any time, allocate other duties which are of a similar nature or level.

PERSON SPECIFICATION

Essential skills & experience

	Essential	Desirable
Attitude	<ul style="list-style-type: none"> • An interest in fundraising in a charitable sector • Willingness to learn and ask questions • Respectful and inclusive approach • Willingness to work collaboratively with a wide range of people • Willingness to take initiative and respond calmly under pressure • Positive and solutions-focussed 	<ul style="list-style-type: none"> • Interest in Theatre/ Film/ Visual art • An interest in community engagement and/or artist development
Experience	<ul style="list-style-type: none"> • Experience in drafting copy for a targeted audience, for example an application for an education opportunity or job 	<ul style="list-style-type: none"> • Experience in assisting with the coordination of events
Practical Skills	<ul style="list-style-type: none"> • Strong research skills • Demonstrable ability to learn new skills • Ability to manage multiple tasks and maintain accurate records • Clear verbal and written communication • Proficiency in Microsoft Office • Punctual and dependable 	

HOW TO APPLY

The deadline for applications is Monday 27th April 2026 at 10am.

Please note We review applications and reserve the right to close an advert early if we identify suitable candidates. To avoid disappointment, submit your application as soon as possible. If successful for the role following interview start date will be subject to our pre-employment checks which include receiving satisfactory employment references & right to work in the UK.

Application format: submit by email an up-to-date CV together with a supporting statement of no more than 2 A4 pages. Alternatively, this can be provided as a short video/audio response no more than 10 minutes in length. Please ensure you provide examples of how you meet the essential criteria within the Person Specification and the main responsibilities for this role in your supporting statement. **All documents submitted as part of the application must be in .pdf, .doc, or .docx format.**

Please email your CV and supporting statement to recruitment@homemcr.org and complete the link here to the [Equal Opportunities Form](#). Please add the job reference number **908660** in the subject line.

We will interview candidates who meet the essential criteria in the person specification. Support is available at every stage of the process please email recruitment@homemcr.org if you have any questions related to support requirements.

Interviews will take place on Wednesday 6 May 2026. Interview questions will be shared in advance to allow you time to prepare. **Conditional offers will be made** the following week.

The start date for the position will be from 27 May 2026 subject to satisfactory receipt of recruitment checks which include references and right to work checks.

HOME strives to be an equal opportunity employer, committed to diversity and inclusion in the workplace.

Please note Due to the high volume of applications we are unable to respond to all applicants individually. If you have not heard from us before the interview date, unfortunately, you have not been shortlisted on this occasion. Regrettably, we are unable to provide feedback at the application stage for those not selected for interview. **Thank you for your interest in this post.**



FUNDED BY



FOUNDING SUPPORTERS



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