

## Freelance Fundraising Auction Event Manager Role Description

<b>Contract Type</b>	Freelance
<b>Term</b>	7 months fixed-term (May 2026 – November 2027)
<b>Fee</b>	£8,600 (Approximately 43 days)
<b>Reports To</b>	Director
<b>Location</b>	Hybrid - remote and London office, with regular in-person meetings. Some evening working will be required in line with the event programme. Key dates and intensive delivery from mid-September to end-October 2026.
<b>Right to Work</b>	All applicants must have the right to work in the UK

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### About Us

[The Arts Foundation](#) is a registered charity that supports individual artists and creatives across the UK with unconditional financial fellowships through its annual Fellowship Programme, The Arts Foundation Futures Awards.

Founded in 1993, the Arts Foundation has awarded over £2 million to some of the UK's most promising artists at pivotal moments in their careers, enabling them to concentrate on their creative development, experiment freely, and realise their full artistic potential.

The annual Arts Foundation Futures Awards provide five transformative £20,000 Fellowships, with all Shortlisted Artists receiving £1,000 towards the development of their practice.

The vital contribution of the Arts Foundation Futures Awards to the arts in the UK is demonstrated by its past Fellows, many of whom are regarded as contemporary pioneers and have gone on to become leaders in their respective art forms, including: Wayne McGregor (1994), Alice Oswald (1996), Joy Gregory (1996), Sarah Kane (1998), Hannah Starkey (2000), Asif Kapadia (2001), Ali Smith (2001), Rufus Norris (2002), Carol Morley (2003), Lynette Yiadom-Boakye (2006), and more recently, Simon Fujiwara (2009), Sam Lee (2011), Alice Birch (2014), Hollie McNish (2015), Evan Ifekoya (2017), Holly Hendry (2019), Onyeka Igwe (2020), Klein (2020), and Bethany Williams (2020).

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## Role Overview

We are seeking an experienced, proactive and highly organised Freelance Fundraising Auction Event Manager to support the planning, production and delivery of our fundraising auction and dinner programme. The role spans all auction formats, public online, silent and in-person live, and encompasses responsibility for both event logistics and the management of our digital bidding platform and post-sale administration.

The role will work closely with the Director to liaise with multiple stakeholders to ensure the success and smooth running of the event, curating a seamless and positive experience for all prospective donors and guests. The role requires positive and clear communication and relationship-building skills, great attention to detail and the ability to manage multiple tasks efficiently and in a timely manner. The post-holder will ensure all activity is conducted in compliance with UK fundraising regulations, charity law and data protection legislation.



*The Arts Foundation Fundraising & Auction Dinner, 2023, Toklas. Photo Anne Tetzlaff*

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## Key Responsibilities

### Event Planning & Production

- Lead end-to-end planning and delivery of a fundraising auction and dinner event, from planning, production and delivery, through to post-event evaluation
- Develop detailed project plans, timelines and work to agreed budgets
- Support the management of curated event invites, guest RSVPs and seating and table plans
- Maintain a database and clear communication strategy for potential donors and dinner attendees

- Manage relationships with the venue/caterer, suppliers, auctioneers and technical production teams, overseeing all production, from floristry, audio-visual requirements and on-the-night logistics
- Support the Director to recruit, brief and manage temporary event staff
- Conduct health and safety assessments and produce event risk assessments
- Support the management of relationships with donors, sponsors and lot contributors, ensuring a high standard of stewardship throughout
- Other administrative duties as they arise to facilitate the successful delivery of the auction, working collaboratively with the Director

### **Auction Lot Management**

- Working with the Director to maintain an accurate lot inventory and ensure appropriate storage and handling of items
- Produce compelling lot descriptions for use across print, digital and live auction formats
- Support coordinating the sourcing, valuation, cataloguing and imagery/photography of auction lots
- Where necessary, support the Director in communicating with creatives, artists, galleries, and consignors to secure donated artworks and experiences, and if applicable, gather provenance details/certificates of authenticity, and coordinate logistics.
- Where necessary, support liaising with the auction house/ legal advisers where required on lot provenance, licensing and terms of sale

### **Digital Bidding Platform**

- Manage and administer the organisation's chosen digital auction platform (e.g. Givergy, Indy, Emma.Live or equivalent)
- Set up and configure all auction items, reserve prices, opening bids, proxy bids, prize draw item/s, and countdown timers and close of sale timings, accurately and on schedule
- Oversee the integration of online, silent and live auction streams within a single event workflow where applicable
- Provide technical support to bidders and temporary staff throughout the auction period, including on-event troubleshooting
- Monitor bidding activity in real time and produce post-auction financial reports and analytics
- Ensure the platform meets accessibility standards and delivers an excellent user experience across all devices

### **Sale Logistics**

- Support artwork collection and delivery to buyers
- Coordinate artwork storage, transportation, collection/drop off and support the presentation and installation for an in-person event at a leading auction house.

### **Income & Reporting**

- Working closely with the Director to manage the project budget.
- Oversee post-event invoicing, payment collection, reconciliation and the prompt fulfilment of winning lots
- Analyse platform data and provide written reflections on event performance, return on investment

## Legal & Regulatory Compliance

- Ensure all fundraising activity complies with the Charities Act 2022, the Fundraising Regulator's Code of Fundraising Practice and guidance from the Fundraising Regulator
  - Adhere to UK GDPR and the Data Protection Act 2018 in respect of all bidder, donor and attendee data; maintain appropriate privacy notices and consent records
  - Where applicable, comply with the Gambling Act 2005 regarding prize draws that run alongside the auction event
  - Ensure payment processing arrangements are compliant and secure, working with colleagues on Gift Aid capture where eligible
  - Maintain clear terms and conditions for all auction formats and ensure these are communicated transparently to participants
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## Skills & Experience

- Demonstrable experience managing fundraising events, auctions or comparable events end-to-end
- Hands-on experience operating a digital auction or event management platform
- Strong project management skills with excellent attention to detail
- Confident communicator with strong negotiation and supplier management skills
- Knowledge of UK fundraising regulation, data protection law and charity governance
- Ability to work flexibly, including event evenings as required by the programme
- Experience in a charity or not-for-profit environment
- Familiarity with Gift Aid processes
- Knowledge of health and safety legislation as it applies to public events
- Experience managing hybrid (online and in-person) events simultaneously

## Personal Approach & Working Style

- Proactive and self-sufficient, able to manage a varied portfolio of work independently, with a purpose and target-driven attitude
  - A collaborative team member who communicates clearly and follows through reliably
  - A natural relationship-builder who inspires confidence in artists, supporters and partners through knowledge, professionalism, warmth, generosity and authenticity
  - Calm under pressure, adaptable, and enthusiastic about the mission of supporting artists
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## How to Apply

Please send a CV (max 2 pages) and a cover letter (max 2 pages) detailing:

- **Why you are interested in the role**
- **How your skills and experience relate to the specific responsibilities and subheadings in the role description**

Please email your CV and Cover letter to:

- Email it to: [info@artsfoundation.co.uk](mailto:info@artsfoundation.co.uk)
- Subject line: *Your Full Name - Freelance Fundraising Auction Event Manager*
- Please title your CV and Cover Letter: *Your Full Name - CV | Your Full Name - Cover Letter*

**Closing date:** Due to project-specific time sensitivities, applications will be reviewed on a rolling basis until **9am on 30 April 2026**.

Initial interviews will be held online via zoom, with in-person follow-ups in West London with the Director, with meetings lasting approximately 45 minutes.

Any offer of employment will be subject to satisfactory references.

*Due to limited administrative capacity, unfortunately, we are unable to contact unsuccessful candidates. If you have not heard from us by the interview date, your application has not progressed on this occasion.*

### **Note on AI Tools**

While we appreciate that AI tools can be useful for research, your covering letter should represent your authentic personality and communication skills. We do not recommend using AI tools for this activity, as we want to understand your approach, key skills and experiences from your perspective and in your own tone of voice. We encourage individuality and personality!

### **Equality, Diversity & Inclusion**

The Arts Foundation is committed to championing equality, diversity, and inclusion in the arts. We encourage applications from suitably qualified candidates, whatever their age, disability, gender, gender identity, race, religion or belief, sexual orientation, or socio-economic background. If you have any access support requirements, please contact us at [info@artsfoundation.co.uk](mailto:info@artsfoundation.co.uk).

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### **Contact Details**

If you have any general questions about the role or your application, please email Mary Jane Edwards, Director: [info@artsfoundation.co.uk](mailto:info@artsfoundation.co.uk).

*Thank you for your interest in the role and our work!*