

SCOTTISH BALLET

Job Description

Job Title	Administration Assistant - Advancement
Location	Scottish Ballet is located at Tramway, Glasgow. The position can be locally based or hybrid (minimum three days in the office). Attendance at internal meetings is essential to the role, as well as the ability to participate in supporter events or while the company is on tour (as required).
Team	Advancement
Key Relationships	
Reports to:	Director of Philanthropy (DoP)
Direct Reports:	N/A
Key relationships:	<p>The position provides direct support to the Senior Philanthropy Manager (SPM), the Partnerships Team, Senior Copywriter and Advancement & Events Officer.</p> <p>The post is a key liaison between SB departments, Company Manager, Artistic staff, and the Executive.</p> <p>Requires the ability to build excellent relationships with patrons, partners, supporters and prospects of Scottish Ballet, plus Board members, SB Leadership team and support staff.</p>
Purpose	
To provide high level administrative support to the Advancement team.	

Responsibilities

- To enhance the Advancement team's effectiveness by providing high level administrative support to the Director of Philanthropy (DoP) and the rest of the team including database updating, donation processing and touring admin
- To provide high level administrative assistance to the Advancement team as required, in the preparation of confidential correspondence and communication with high level patrons and partners

Key Functions

Friends/Patrons/Trust Administration

- Liaise with patrons/Friends to take payments for donations and tickets, adding contributions to the database (Tessitura) and coordinating with the Finance team to allocate gifts
- Provide administrative support for the Advancement & Events Officer in the management of Scottish Ballet Friends including delivering benefits
- Arrange and assist with in-house mailouts, such as bi-annual appeals
- Assist the Advancement team with the coordination of building visits and tours for key supporters and high-level patrons, updating diaries and company intranet as required
- Assist with the preparation of contracts for multi-year pledge patrons and ensure donations are paid in a timely manner
- Arrange and take Minutes at quarterly Philanthropy Working Group and Gala Committee meetings
- Organise and plan bi-annual patrons' dinners/brunches and 'referral' events for prospective patrons with external venues including florists, table plans, liaising with guests and venue on dietary requirements and booking transport as required
- Process expenses and credit card statements for the DoP and SPM, and on behalf of the DoP, approve expenses for direct reports
- Update Advancement pages of the website and programmes as required
- Provide support to the Senior Copywriter by compiling correspondence to Trusts & Foundations including acknowledgement letters and adding contributions to the database, sending annual reports, collating performance and event invitations and pulling mailing lists for the company magazine

Tour-related administration

- In conjunction with the Advancement & Events Officer, help manage invitations and RSVPs, update ticket holds' sheet, label and distribute e-tickets and send pre-show emails
- Coordinate tour and non-tour related travel and accommodation for the Advancement team
- Attend and provide support for the Advancement team at hospitality events at Tramway and in theatres as required
- Prepare speech notes for private events and theatre hospitality and biog information as required

Desirable Qualifications & Experience

- Administrative experience working to high level within a fast-paced environment
- Excellent communication, interpersonal, organisational and written skills
- A proven knowledge of Windows-based packages e.g. Outlook, Excel, and databases
- Ability and willingness to work to own initiative and as part of a team
- Thorough, accurate and able to work under pressure at a fast pace

General Characteristics

- Friendly, approachable, and presentable
- Conscientious, discreet, enthusiastic, and reliable
- Ability to maintain confidentiality
- An interest in the arts and dance would be advantageous

Created By:	AB	PWB:	X
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