

# SCOTTISH BALLET

## Job Description

<b>Job Title</b>	<b>Partnerships Account Manager (Maternity Cover)</b>
<b>Location</b>	Glasgow, with the requirement to spend time away from base while the Company is touring.
<b>Team</b>	Advancement
<b>Key Relationships</b>	
<b>Reports to:</b>	<b>Director of Partnerships</b>
<b>Direct Reports:</b>	n/a
<b>Key relationships:</b>	<p>A key member of the Advancement team</p> <p>Manages multiple relationships with corporate partners and key stakeholders including external suppliers and venues</p> <p>Works closely with CEO/ Artistic Director, Executive Director, BAD and Engagement teams</p>
<b>Purpose</b>	
<p>To be responsible for achieving Corporate Partnership targets through exemplary relationship management, the development and conversion of prospect partnerships and the delivery of exceptional events and corporate benefits. Responsible for the management of Scottish Ballet's new corporate membership scheme.</p>	

### Responsibilities

- To secure sponsorship/partnership income in line with the Partnerships / Advancement strategy and agreed targets
- To deliver exceptional relationship management with a portfolio of corporate partners to ensure their retention and to investigate development opportunities
- To devise and manage the new SB corporate membership scheme
- To work together with the Partnerships & Events Manager to deliver high level events and corporate benefits

## Key Functions

- Ensure all corporate communications and sponsor relations are well managed and maintain the profile of Scottish Ballet as an innovative and commercially attractive brand partner
- Research and identify prospect partners, prepare sponsor pitch documents and maintain thorough prospect pipeline
- Manage a portfolio of sponsorship contracts
- Ensure accurate reporting and that current sponsor data and income is up to date on Tessitura
- Provide thorough and regular reporting (evaluation / monitoring) to sponsors on the projects they support
- Working closely with the Partnerships & Events Manager to deliver excellence in fundraising events involving corporate partners ensuring exemplary delivery of invitations, guest lists, catering and collaborative working
- Maintain positive and beneficial relationships within Scottish Ballet, with touring venues through regular contact with their Front of House departments and with suppliers or commercial partners
- Manage the coherence of sponsor, supplier, partner customer data, minimising duplicate records and ensuring information is maintained in accordance with Data Protection legislation
- Liaise regularly with Finance HofD in maintaining accurate finance and reporting records and ensuring that partnerships income and expenditure is constantly monitored
- Attend corporate hospitality events in theatres and other events for the purpose of developing relationships and overseeing delivery of stakeholder benefits.
- Represent the HOD and the Company as required.

## Desirable Qualifications & Experience

- Relevant industry experience in marketing / brand environment responsible for account management / managing high level corporate partners / managing events
- Tertiary qualifications in Marketing / Sponsorship or a related field
- Sound knowledge of Event Management and comfortable public speaker
- Database Management skills (e.g. Tessitura)

## General Characteristics

- Exceptional relationship management and communications skills
- Ability to work well under pressure, and a capable multitasker
- Excellent writing and reporting skills
- Outgoing personality and can-do attitude

Created By:	Kirsten Cockburn	PWB:	
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