

## Job Description

<b>Job Title</b>	<b>Administration Assistant – Advancement (Part Time)</b>
<b>Location</b>	SB is located at Tramway, Glasgow. The position can be locally based or hybrid. Attendance at internal meetings is essential to the role, as well as the ability to participate in supporter events or while the company is touring (as required). This role is part time (3 days a week).
<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>The position provides direct support to the Advancement team. The post is a key liaison between the Heads of Departments, Company Manager, Artistic staff, the Brand, Audience &amp; Digital team, Engagement and Finance.</p> <p>Requires the ability to build excellent relationships with internal teams at Scottish Ballet, including SB Leadership team and support staff, as well as patrons and partners.</p>
<b>Purpose</b>	
To provide high level administrative support to the Advancement team.	

## **Responsibilities**

- To increase efficiency of the Advancement team through timely and accurate database record keeping and administration.
- Process donations and invoices, prepare confidential correspondence, draft contracts, process and track expenses.

## **Key Functions**

### **Team Admin**

- Liaise with patrons and Friends to take payments for donations and tickets, adding contributions to the database (Tessitura) and coordinating with the Finance team to allocate gifts internally.
- Preparation of confidential correspondence with patrons, such as gift renewal and acknowledgement letters.
- Assist with the preparation of patron, partner and member contracts for multi-year pledges, adding pledges and payments to the database, alerting fundraisers to lapsed and expired memberships.
- Administrative support for Anniversary Galas.
- Tracking Board prospect lists and invitations to provide continuity and progress reports.
- Update database with partner and corporate membership income received, alerting partnership colleagues.
- Provide support for the Advancement & Events Officer in the management of Scottish Ballet Friends including delivering benefits.
- Assist with in-house Advancement mailouts, such as bi-annual appeals and Backstage, arranging printing and mailing.
- Help coordinate building visits and tours for patrons and partners, updating diaries and company intranet as required.
- Organise the delivery of patron benefits for specific fundraising campaigns.
- Take Minutes at internal and external meetings as required.
- Process and track expenses, invoices and credit card statements for senior members of the Advancement team.
- Update Living Listing pages on the website and programmes as required.
- Keep the Advancement team and Senior Management Outlook/Events Calendar up to date with all SB events, performances and visits and ensure this information is shared with appropriate teams.
- Organise lunches and book meeting rooms (etc.) for Advancement visitors.

### **Tour Admin**

- In conjunction with the Advancement & Events Officer, support patron and partner performance invitations and RSVPs, label and distribute e-tickets and send pre-show emails.
- Coordinate and book 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.

### **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 strict confidentiality.
- An interest in the arts and dance would be advantageous.

Created By:	Antonia Brownlee	PWB:	Louise Devlin
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