

JOB DESCRIPTION

Job title:	Corporate Partnerships Officer
Department:	Development
Reporting to:	Head of Corporate Partnerships

BACKGROUND AND CONTEXT

English National Ballet (ENB) brings world-class classical ballet to the widest possible audience, wherever they are, whatever their means - delighting them with the traditional and inspiring them with the new. Under the leadership of Artistic Director, Tamara Rojo, the Company's artistic output, reputation and ambition is growing rapidly. In 2019 the Company, along with ENB School will move to a new purpose-built home on London City Island and will finally have the physical space it needs to achieve its vision to be the country's most creative and exciting ballet company.

KEY RESPONSIBILITIES

ACCOUNT MANAGEMENT

- Support the Head of Corporate Partnerships to deliver benefits to ENB's corporate partners and sponsors.
- Maintain clear and accurate records for all corporate partners, including tracking their take up of benefits, tickets, crediting and invoicing.
- Manage corporate partner events at UK theatres to include hospitality, ticketing, briefings, assisting in meeting and greeting guests and co-ordinating with the front-of-house and catering staff, under the direction of Head of Corporate Partnerships.
- Ensure that supporter listings are kept up to date in all print and online with all current corporate partners and sponsors.

FINANCE AND ADMINISTRATION

- Track expenditure and income related to the corporate partnerships operation, working with the Finance Team and the Head of Corporate Partnerships on financial reconciliation and budgets.
- Accurately maintain and update corporate records on Tessitura in line with ENB guidelines and good practice.
- Ensure that all activities within the corporate partnerships operation comply fully with the relevant Data Protection and any other legislation.

NEW BUSINESS AND CULTIVATION

- Research potential corporate partners, using business intelligence and judgement to prioritise approaches, as directed by the Head of Corporate Partnerships.
- Support the Head of Corporate Partnerships in planning and delivering corporate cultivation events, including preparation of briefing notes.
- Support the Head of Corporate Partnerships in crafting high quality, tailored proposals and presentations to win new corporate business.
- Track and record progress of new business on Tessitura.

OTHER

- Be an active member of the Development team, helping to deliver Opening Nights, galas and cultivation and stewardship event, for instance by manning the guest desk, liaising with guests and administrative tasks.
- Participate in the provision of the safe working environment, adhering to the Company's Health and Safety policies at all times.
- Be prepared to work evenings or weekends as required and to act as an ambassador for ENB.
- Undertake any other related duties as requested by the Head of Corporate Partnerships or Development Director.

PERSON SPECIFICATION

EXPERIENCE AND KNOWLEDGE

- Experience of customer service and related administrative procedures
- Experience of working in corporate partnerships or similar experience within sponsorship and account management.
- Excellent interpersonal skills and ability to deal with people at all levels
- Strong written communication and telephone skills
- Events experience and an interest in events
- Knowledge of relationship and/or ticketing databases. Highly proficient with Microsoft Word, Excel, PowerPoint and Outlook
- Excellent attention to detail
- Well organised, efficient, confident and outgoing

- Impeccable attention to detail and highly proficient proof reader
- Knowledge of Tessitura
- Familiarity with presentation and graphics packages
- Good at working independently, prioritising, managing reactive work, balancing multiple requirements, and adapting to new situations
- Excellent presentation skills and the confidence to communicate at a senior level with internal and external stakeholders

This job description is a guide to the nature of the work required of the prospective employee and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required in the future.