

Music & Culture Partnerships Manager

London

Job Description

Job purpose

Culture operates at the level of meaning, values and identity - it is where lasting change begins, long before legislation catches up. ClientEarth's Music & Culture team works at this level: building relationships with influential people across the creative industries and using those relationships to shift the conditions in which legal and policy change becomes possible. The team creates understanding, builds pressure and develops the environment that allows litigation to succeed.

This role exists to grow the team's capacity to do that work. The primary focus is two things: building and stewarding relationships with artists, connectors and creative industry partners, and project managing the campaigns, events, collaborations and key moments that bring those relationships to life. The person we're looking for brings their own creative industries expertise and contacts from day one, is as comfortable managing complex projects as they are in a room full of artists, managers and executives, and is a genuine advocate for culture and its inherent power to make change.

The role requires sound judgement and the ability to work independently within agreed strategic priorities. It identifies and develops partnership opportunities, manages relationships with high-profile stakeholders, and consults the Global Music and Culture Partnerships Lead regularly on priorities, sensitive issues and decisions with wider organisational implications.

Working Relationships

Internal

- Global Music and Culture Partnerships Lead (line manager, based in London)
- Music & Culture team colleague – team of 3
- Events team
- Philanthropy team
- Communications, Digital, and Public Affairs colleagues across CPAD
- Legal and policy teams across the organisation
- Programmes team across the organisation

External

- Artists, musicians, filmmakers, collectors, executives and other influential figures in the creative industries

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- Cultural institutions, galleries, labels, agencies and industry bodies
- Financial supporters and donors
- Partner NGOs and coalitions

Key Responsibilities

Campaigns and key moments

- Project manage the Music & Culture team's contribution to major international advocacy and campaigning moments across the year (e.g. COP, Climate Week NYC, London Climate Action Week, individual and innovative campaigning moments around case launches and similar)
- Work with legal, communications and public affairs colleagues to develop and deliver cultural activations and campaign concepts that emotionally engage and mobilise influential figures in the creative industries around the organisation's most important litigation and advocacy strategic priorities.
- Ensure the team's global network of cultural supporters and influential figures are briefed, engaged and activated around key moments in the organisation's advocacy and fundraising calendar, liaising with the programmes team to ensure alignment

Partnerships and relationships

- Identify and develop a broad portfolio of cultural relationships and supporters across music, arts, film, TV, gaming, literature, books and sport, drawing on your own network and ClientEarth's existing relationships, working in close collaboration with the team lead
- Ensure supporters and cultural partners remain actively engaged with the organisation's work, maintaining a consistent and thoughtful approach to outreach and stewardship
- Identify and recommend new partnership opportunities that could build profile, reach and income for ClientEarth, and project manage approved opportunities within agreed objectives, timelines and budgets.
- Represent ClientEarth in discussions with senior cultural leaders, talent representatives, institutions and strategic partners, consulting the team lead before significant negotiations or commitments and exercising judgement and diplomacy in managing sensitive stakeholder relationships.
- Manage a small portfolio of supporters: these individuals may include people who donate unrestricted income to the organisation. Steward these relationships with care, keeping supporters informed of the impact of their support and working in close coordination with the team lead, wider Music & Culture colleagues and where appropriate, the Philanthropy team
- Manage multiple concurrent projects and stakeholder relationships involving competing priorities, sensitive reputational considerations and tight delivery timelines
- Support the development of funding proposals, donor stewardship plans and impact reporting, helping secure and sustain financial support

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Planning, reporting and operations

- Collaborate with colleagues across the organisation to identify how cultural engagement, partnerships and influential voices can help advance advocacy, communications, fundraising and programme objectives, agreeing priorities with the team lead.
- Own internal reporting for the Music & Culture team, ensuring the team's work and impact are clearly and engagingly communicated across the organisation helping colleagues identify opportunities to advance their priorities through cultural relationships, partnerships and key moments.
- Act as a connector across the organisation, identifying opportunities to bring together colleagues and relevant cultural stakeholders in support of ClientEarth's strategic priorities.
- Maintain and oversee team plans, relationship pipelines and reporting processes, ensuring work is effectively prioritised and delivered in line with team and organisational goals.
- Work closely with the Events, Philanthropy, Digital and Communications teams to ensure a coordinated and strategic approach to shared relationships, partnerships and key moments.
- Manage external consultants, agencies and contractors engaged in support of Music & Culture activities, ensuring quality delivery, accountability and value for money.
- Contribute to team planning cycles, identifying opportunities where cultural engagement can advance organisational priorities, and lead delivery of agreed initiatives and key moments from planning through to execution.
- Contribute to the development of the Music & Culture team's strategy by researching emerging trends and identifying opportunities and partnerships that could strengthen ClientEarth's advocacy, fundraising and communications objectives, making recommendations to the team lead.
- Support the team lead in planning and managing relevant parts of the team's budget, tracking expenditure, monitoring delivery against agreed budgets and contributing to financial reporting as required.

Location

London, UK. Hybrid working in line with organisational policy. Occasional evening work, primarily to attend events, will be required. Time off in lieu (TOIL) will be provided in accordance with organisational policy.

The Music & Culture team supports ClientEarth's global advocacy and fundraising objectives and works with colleagues, supporters and partners across multiple international markets. Occasional travel, primarily by rail, may be required.

Person specification

Experience and knowledge

- A career background in the creative industries with your own established network and contacts in the sector (*essential*)

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- Proven track record of building and managing relationships with senior or influential figures in the creative industries (*essential*)
- Strong project management skills, with experience planning and delivering complex, multi-stakeholder projects to deadline and budget, monitoring progress and impact, and adapting delivery within agreed objectives. (*essential*)
- Interest in or experience of working on campaigns or advocacy, and an understanding of how cultural moments can be leveraged for public impact (*essential*)
- Strong written communication skills: experience producing clear, compelling copy for a range of audiences and formats, whether internal reports, external communications, brochures, proposals or editorial content (*essential*)
- Experience of representing an organisation externally at a senior level (*desirable*)
- Familiarity with audience insight and an interest in evidence-based approaches to cultural engagement (*desirable*)
- Strong understanding of the external context in which ClientEarth operates, including the wider NGO landscape and political awareness (*desirable*)

Key Competencies

- An understanding of how creative industries work from the inside and knowing how to make the right people feel this organisation is worth their time (*essential*)
- Diplomatic and politically savvy, able to exercise good judgement in managing sensitive situations involving high-profile individuals and the organisation's reputation (*essential*)
- Operationally rigorous: creative sector credibility combined with genuine project discipline and attention to detail (*essential*)
- A connector by instinct: you think about who should know who, and you build bridges (*desirable*)
- Collaborative and generous: able to work effectively across teams and support colleagues with different skills and priorities (*essential*)
- Values-driven: genuine commitment to climate and environmental action, and excited by the role that culture plays in making change (*essential*)
- Able to inspire colleagues across the organisation about the potential of cultural advocacy, building internal understanding and buy-in for the team's work (*desirable*)
- Fluent (CEFR level C2) in English (*essential*)
- Strong alignment with ClientEarth's values and commitment to our vision, mission and equity, diversity and inclusion strategy objectives (*essential*)