



JOB DESCRIPTION.

JOB TITLE	Corporate Partnerships Officer
REPORTS TO	Corporate Partnerships Manager
DEPARTMENT	Development

BACKGROUND

We celebrate Shakespeare's transformative impact on the world by conducting a radical theatrical experiment. Inspired and informed by the unique historic playing conditions of two beautiful iconic theatres, our diverse programme of work harnesses the power of performance, cultivates intellectual curiosity and excites learning to make Shakespeare accessible for all.

The Shakespeare Globe Trust is a registered charity (No. 266916). Shakespeare's Globe receives no annual subsidy from the Arts Council and, therefore, raises a critically important percentage of funds from the public each year. The Development Team focuses on nurturing relationships with Individuals, Trusts and Foundations and Corporates to support us and raise funds across three income streams: revenue, commercial, and capital. In addition, Shakespeare Globe Centre USA is an independent, but related, US charity that supports our fundraising activities in the USA and then donates to Shakespeare's Globe. We seek to empower everyone at the Globe (staff, volunteers, or committees) to embrace a fundraising culture and increase charitable giving as we work collaboratively towards our mission to make Shakespeare accessible to all.

PURPOSE OF JOB

To support the Corporate Partnerships Manager with the generation and growth of corporate income through the delivery and management of new and existing corporate projects, partnerships and bookings, the growth and delivery of our executive education programme, *Centre Stage*, and the development of the corporate pipeline to secure new business.

PRINCIPAL RESPONSIBILITIES

PARTNERSHIP DELIVERY AND MANAGEMENT

- In collaboration with the Corporate Partnerships Manager, support with the stewardship of existing Corporate Members by attending online and in-person meetings, organising ticket and box booking requests and responding to queries
- Maintain Corporate Member records on our CRM database, Tessitura, to log ticket orders, benefit usage and level of giving

- Be the first point of contact for box enquiries and liaise with our catering partner, Swan at the Globe, to book guests in
- Support the Corporate Partnerships Manager with the stewardship of partners and sponsors and help with the delivery of the associated projects and campaigns
- Identify opportunities for revenue growth across existing relationships

EXECUTIVE EDUCATION PROGRAMME

- Be the initial point of contact for *Centre Stage* queries and arrange calls between interested organisations and the Corporate Partnerships Manager
- Liaise with staff cross-departmentally to book in *Centre Stage* groups
- Support with on-the-day delivery of *Centre Stage* training
- Log feedback from *Centre Stage* sessions and, in collaboration with the Corporate Partnerships Manager, identify opportunities for multi-session and future training bookings
- Maintain *Centre Stage* attendee records on our CRM database, Tessitura

NEW BUSINESS

- Identify opportunities for the growth of the corporate revenue stream and conduct research into and due diligence on potential prospects
- Develop pipeline prospects by initiating and conducting email and phone enquiries with leads
- Work with the Corporate Partnerships Manager to review past bookings and planned activity to identify opportunities for re-engagement, upgrades and retention
- Support the Corporate Partnerships Manager with the preparation of approaches and proposals to potential new business prospects
- Support with the administrative aspects of pipeline development, such as ensuring the corporate pipeline is up to date, scheduling meetings with potential prospects, logging responses and planning future contact points

OTHER

- Lead on ensuring all corporate resources are up-to-date and create and amend resources where required
- Support with the delivery of the Corporate and Commercial Newsletter by creating and collating content
- Complete ad-hoc administrative tasks to ensure the effective delivery of corporate activity, such as raising and monitoring Purchase Orders, invoices and payments
- Attend and assist at events delivered by the corporate team, the Development team and Shakespeare's Globe when required

PERSON SPECIFICATION

ESSENTIAL

- Experience of working in a fundraising or sales environment
- Experience of liaising with external stakeholders such as donors or clients and building relationships with those stakeholders
- Excellent customer service skills with well-developed inter-personal skills
- Effective communicator in-person, over the phone and via email and online communication methods
- Good time-management skills with the ability to manage multiple responsibilities and work under pressure
- Well-developed administrative and IT skills
- Proven experience of working with a CRM database and all major MS-Windows software packages
- A team player with a positive 'can do' attitude and an eye for detail
- A commitment to working within a creative arts/education environment
- Flexibility to work some planned evenings and weekends, as and when required

DESIRABLE

- Experience of identifying, researching, or securing new business
- Experience of supporting with the delivery of events
- Good networking skills
- Experience of writing or collating content for websites or newsletters

EMBODIES THESE ESSENTIAL GLOBE WAYS OF WORKING:

- Committed to the principles of equality, diversity and anti-racism and able to implement these within all areas of work.
- Supportiveness to others.
- Thoughtfulness, reflecting, and problem solving.
- Influencing and communicating with others.

The post holder must at all times carry out their responsibilities with due regard to Shakespeare's Globe's Policies and Procedures.

RECRUITMENT INFORMATION

Permanent (Happy to talk flexible working)

A full set of terms and conditions will be supplied with a contract of employment

Hours: 35 hours per week exclusive of a one-hour daily lunch break, Additional hours on evenings and weekends may be required for which time in lieu may be granted. There are no extra payments for additional hours worked.

Salary: £29,339 per annum

Holiday: The annual holiday leave is 25 days per calendar year plus Bank Holidays. One day additional annual leave every service anniversary up to 28 days.

Benefits:

- Discount in the Globe shop and onsite restaurants/cafes
- Staff discounts via My Globe perks and better Bankside Buzzcard
- Free entry to selected shows, events and activities
- Access to our free employee assistance programme and 24/7 virtual GP service
- Enhanced maternity, paternity, adoption, and shared parental leave and pay
- Life assurance scheme
- Rental deposit scheme
- Season ticket loans
- Eye test voucher scheme
- Flu vaccination scheme
- Cycle to work scheme
- Enhanced employer pension contributions after 12 months service.

This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time and the employee will be consulted over any substantial changes.

As a term of employment you may be required to perform work not specifically mentioned above commensurate with the scope of your role within Shakespeare Globe Trust.