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Sadler's Wells

**Corporate Partnerships and
Events Coordinator**



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Welcome

Thank you for your interest in joining Sadler's Wells. We hope that it will be a great opportunity for you in your own career.

Sadler's Wells holds fast today to the vision that Lilian Baylis instilled here almost a century ago: that great art should belong to everybody. Our mission is to make and create dance that inspires us all, and our vision is to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

When artists and audiences talk about Sadler's Wells, they use the words: 'innovative, exciting and risk-taking'. Trying new things is part of our core purpose, and it's more important today than it has ever been.

This is an exciting and complex time in the theatre's history as we recover from the impact the coronavirus pandemic has had on our business model and work towards opening a fourth venue in Queen Elizabeth Olympic Park in east London in 2023.

This role will offer you the opportunity to bring your ideas, passion, knowledge and experience to Sadler's Wells. In return, the successful candidate will be part of a strong and supportive team in a world class arts organisation.



Background Information

Sadler's Wells is a world-leading creative organisation, dedicated to presenting, producing and touring dance made today in all its forms. Sadler's Wells commissions, presents and produces more dance than any other theatre in the world – from tango to hip hop, ballet to flamenco, Bollywood to cutting-edge contemporary dance. With an innovative, year-round programme of performances and learning activities, this is the place where artists come together to create dance, and where we welcome everyone to experience dance and be inspired.

Our aim is to reflect and respond to the world through dance: enabling artists of all backgrounds to create dance that moves us and opens our minds; sharing those experiences with the widest possible audiences to enrich their lives and deepen their understanding of what it means to be human.

In normal times, over half a million people come to our theatres in London each year, with many more enjoying our touring productions at partner venues across the UK and in cities around the world. Sadler's Wells Theatre has been located in Islington since the 17th century. Our modern day theatre comprises a main auditorium (1,500 seats); the Lilian Baylis Studio (180 seats); three rehearsal studios; bars, a café, facilities for private and corporate entertaining and offices for Sadler's Wells' colleagues.

Our second theatre building and West End home, the Peacock (1,000 seats), is subject to a unique agreement whereby Sadler's Wells and the London School of Economics jointly manage it, with the LSE presenting its lectures to students during the day and Sadler's Wells presenting theatre at night.

Future Plans

Plans are underway for the development of a fourth venue in east London's Queen Elizabeth Olympic Park. Sadler's Wells' new space will be located on the Stratford Waterfront site, opposite the London Aquatics Centre, alongside UAL's London College of Fashion and the V&A Museum. The site will form part of a new cultural and education district, which will also include a major new University College London (UCL) campus and have direct links to the creative communities already based in east London.

Sadler's Wells' new space will house a 550-seat mid-scale theatre, as well as facilities for a choreographic centre and a hip hop theatre academy, all planned to open by the end of 2023.

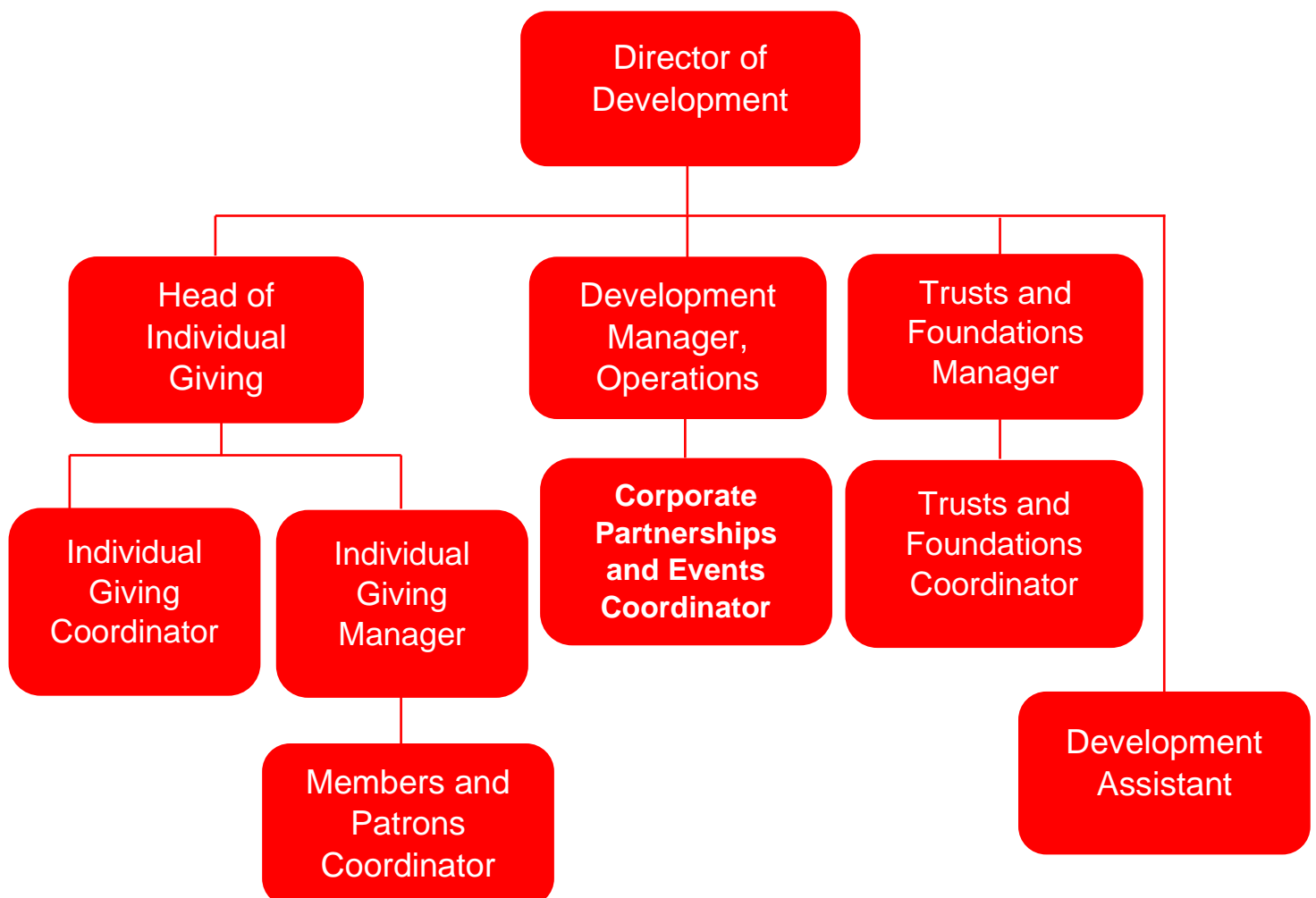
The Department

The Corporate Partnerships and Events Coordinator will play an important role in a dynamic and growing Development team at Sadler's Wells. The Department currently raises £2.5 million a year in private support from patrons and major donors, corporate sponsors and trusts and foundations. We are building on this success and have ambitious targets in the years ahead and we are £8m towards our £12m by 2023 Campaign target.

The Role

The Corporate Partnerships and Events Coordinator reports to the Development Manager, Operations and supports corporate fundraising on behalf of Sadler's Wells, as well as to manage cultivation and supporters' events on behalf of the Development Department.

The Development team:



What are my responsibilities?

Corporate Partnerships

To support in all aspects of corporate fundraising including season, production or project sponsorship and corporate membership. Specifically to:

- Contribute to corporate fundraising through creating sponsorship proposals and presentations, identifying and researching new corporate prospects and building awareness of the Sadler's Wells brand in the corporate sector.
- Account manage a small number of corporate partnerships (typically under £25,000), developing and maintaining good relationships, delivering agreed benefits and securing corporate membership renewals.
- Support the Development Manager, Operations with the day-to-day account management of a key corporate sponsor, including attending and minuting weekly partnership meetings, organising events and maintaining the fulfilment tracker, costings tracker and events calendar.
- Account manage a small number of government embassies or cultural representations who are supporting productions, ensuring that agreed benefits are delivered.
- Maintain accurate corporate records and systems, ensuring that invoices are raised in a timely fashion and that income, pledges and asks are recorded.
- Update and maintain the corporate Support Us pages of the Sadler's Wells website and other corporate fundraising materials.
- Manage corporate partner event bookings – including the reservation of tickets, booking event spaces and AV, liaising with speakers and ordering catering from the Events Department.
- Provide logistical support for events that are required by the Individual Giving and Trust and Foundation teams. Logistical support includes managing the Development events calendar, booking event spaces and AV, ordering catering, liaising with speakers, and assisting with invitation mailings and RSVPs as required.
- Administer departmental events expenditure, processing invoices and raising purchase orders.
- Act as the team lead for the CRM database in respect of its Events functionality.
- Attend Development events as necessary, Patrons' Nights, Gala events, etc.

General

- Represent the Development department at internal meetings and be an effective ambassador at all times.
- Strive for current best practice in fundraising especially concerning the use of personal data and financial transactions.
- Attend occasional staff meetings, training sessions and other events which may take place outside normal working hours
- Undertake other duties as may be reasonably required
- At all times to carry out duties and responsibilities with regard to Sadler's Wells' Equality, Diversity and Inclusion and Health and Safety Policies. This may include providing assistance with evacuation procedures or building searches in the event of an emergency at any of Sadler's Wells' premise

Events

Work closely with the Events department, the Front of House team and Development colleagues to deliver cultivation and supporters events of a high standard. This role has a holistic overview of all events relating to Development. Specifically to:

THIS JOB DESCRIPTION IS A GUIDE TO THE NATURE OF THE WORK REQUIRED OF THIS POSITION. IT IS NEITHER WHOLLY COMPREHENSIVE NOR RESTRICTIVE AND DOES NOT FORM PART OF THE CONTRACT OF EMPLOYMENT.

Who should apply?

The successful applicant will demonstrate the following skills, experience, and personal qualities:

Skills and Experience

Essential

- Excellent interpersonal and relationship building skills
- Excellent written and oral communication skills
- Confidence when communicating at different levels of seniority both internally and externally
- Excellent IT skills; word processing, spreadsheets and presentation packages
- Dedication to good customer care
- Excellent attention to detail
- Excellent organisational and project management skills
- Excellent numeracy skills
- A team player with an ambitious and enthusiastic attitude
- Interest in the performing arts and fundraising profession
- Available to work in the evenings on a regular basis
- Must currently hold the right to work in the UK

Additional, but not essential

- Experience of working within an arts organisation/charity, preferably in a fundraising department position
- Experience of working with corporate sponsors
- Demonstrable experience of organising events within budget
- Experience of using Tessitura or a similar fundraising/CRM data management system
- Knowledge of the dance scene



Why work for us?

You will be a key part of our mission to make and share dance that inspires us all and delivering our vision to create, through dance, a depth of connection beyond borders, cultures and languages, so we see ourselves in each other.

- You will be offered a salary of £24,088 per annum based on a 35 hour working week, plus an additional paid meal break each day
- You will get 25 days annual leave per annum, with an additional three days after five years' service
- You will be enrolled into the Sadler's Wells Trust Ltd. pension scheme
- You will have access to our comprehensive Employee Assistance Programme (EAP) to support your wellbeing
- You will engage in learning and project opportunities to develop personally and professionally, and support your career journey
- You can access an interest-free Season Ticket Loan and a Cycle to Work salary sacrifice scheme
- You will be eligible for a death in service insurance policy covering twice your annual salary
- You will be encouraged to attend performances at both theatres with a discretionary allocation of tickets to employees (subject to availability), and a staff discount at the Garden Court Café
- We welcome everyone through our doors and encourage and enable people to be the best versions of themselves and to feel confident and capable in their roles
- We embrace a blend between home and office working, and we welcome a conversation about flexible working and your needs
- We celebrate diversity in the dance we share and showcase, and in our workplace. We are working hard to be more inclusive and increasing access both on stage and off and have a number of anti-racism commitments to make lasting changes in the way we work

Making an application

A Job Description and Person Specification are included in this document. If after reading you are still interested in applying, please find further details and information on how to apply [here](#).

If you would like support or have any queries regarding the format or submission of the application, please contact us on recruitment@sadlerswells.com.

We therefore welcome applications from people from all backgrounds who feel they align with our mission, vision and values. We are international and multicultural on our stages, and we want to reflect that in our organisation. By celebrating difference and incorporating diverse points of view and experiences, we can become closer to our artists, audiences and the communities we serve.

We are proud to be a Disability Confident employer meaning we have been certified by the government as actively taking steps to attract, recruit and retain disabled workers. We understand that some disabled colleagues will need adjustments to help them perform to the best of their ability – these can be changes to the built environment and furniture, the tools and technology they use in doing their job, aspects of the role, ongoing support or working arrangements.

Sadler's Wells also works collaboratively with Parents in Performing Arts (PiPA) in efforts to support parents and carers within the industry.

**We welcome all applications by 11:59pm GMT on Wednesday 15 September 2021.
Interviews will take place virtually from the week commencing Monday 20 September 2021.**

