

ALMEIDA THEATRE

Background Information

The Almeida is a London Theatre Company with a national and international reputation for producing work of the highest standard - achieving recognition through consistent critical acclaim, increasing national reach, international profile, full houses and breadth of audiences.

Based in Islington the Almeida Theatre began life as a literary and scientific society – complete with library, lecture theatre and laboratory. We are known for creating brave, ambitious, compelling theatre.

The company is led by Artistic Director Rupert Goold and Executive Director Denise Wood and under Rupert’s artistic leadership the heart of the Almeida’s vision is to make bold work which challenges and questions theatre, and the world we live in; bringing together the most exciting artists to interrogate, provoke, inspire and entertain audiences through new writing and reinvigorated classics.

In addition to the main repertoire, there is an events programme including live and digital content, a full range of activities for young people, and productions regularly transfer to the West End and beyond.

The Almeida is supported by Arts Council England and raises further income through ticket sales and the support of generous individual givers and corporate sponsors.

Job Title: Corporate Partnerships Manager

Reporting to: Development Director

Works closely with: Corporate Partnerships Lead (Consultant)
Development & Events Assistant
Development Council (external)

Job Description:

This is an exciting time to join the Almeida Theatre as Corporate Partnerships Manager as we continue our efforts to diversify and rebuild our corporate income, and following the reduction in the Almeida’s funding from Arts Council England.

The Corporate Partnerships Manager will be a fixed-term position within the Almeida Theatre’s Development department and will play a key role in the team as we deliver our significant fundraising ambitions. The Almeida Development team is a fast-paced team, with an ambitious target of c.£2m to raise each year, of which currently over 70% comes from individual supporters. Over the past 12 months, we have worked with a Corporate consultant to rebuild income from companies, and this role will build on this work to provide vital stewardship of supporters, ensuring benefits are utilised, effectively renewing supporters and working initially with the consultant to drive forward new business opportunities.

Purpose of Role:

The Almeida’s corporate partnership scheme currently consists of businesses from a range of sectors, both UK wide and Islington based. Collectively, they contribute c.£200,000 towards the Almeida’s annual income through both cash and in-kind services. However, there is urgent work to be done as we now seek to further reinvigorate Corporate opportunities at the Almeida and grow our wider fundraised income.

The Corporate Partnerships Manager will plan and deliver the stewardship of all corporate members and partners, ensuring effective communications, and that benefits are utilised to maintain renewals. You will be the day to day contact of all Memberships. In addition, you will work with internal staff and external stakeholders to drive new business opportunities.

We are now looking for an ambitious, tenacious and enthusiastic candidate, who is experienced in account management and delivering membership schemes/high-levels of stewardship and who has a keen interest in driving forward new business success.

Key Responsibilities

- Deliver a high standard of account management to corporate members and partners with a particular focus on engaging cash only supporters, and ensuring continued engagement with members throughout the membership term
- Maintain a continued renewal rate of members and drive forward uplift in memberships at point of renewal
- Identify key strategies, responding to the corporate landscape and current trends in the business world/economic climate, to drive forward corporate income growth and partnership opportunities.
- Work with Corporate Partnership Lead to build and support a new business strategy by proactively seeking new corporate supporters to increase membership, bespoke sponsorship and partnership revenue, working creatively to look beyond off the shelf packages.
- Work closely with Development & Events Assistant to deliver Corporate events when needed.

Administrative Responsibilities

- Build genuine and meaningful relationships – as the first point of contact for all corporate members, delivering and tracking benefits including booking tickets, sharing key information on Almeida productions, arranging hospitality and ad-hoc requests quickly and efficiently.
- Develop excellent relationships with day-to-day contacts in order to encourage maximum use of membership benefits through regular meetings and sharing Almeida information in good time
- Ensure all Corporate Partnership contracts are up to date and signed, and that all Corporate Partnership payments are invoiced, paid and acknowledged in a timely manner.
- Account management of Almeida in-kind partners (equating to a value of c.£160k) delivering partnership benefits and looking for creative ways to develop and grow local Memberships
- Support new business generation, working closely with Corporate Partnership Lead and through research, meetings, event networking and liaising with the Almeida's external volunteers when appropriate.
- Build relevant proposals and decks for prospective supporters and driving increase opportunities at renewal – creating strategic
- Maintain up-to-date systems to record information on Tessitura and other manual systems required by Development Director.
- Work closely and collaboratively with all departments to maximise corporate engagement

Other Duties

- Attend internal and external meetings as required
- Support the Development Team's wider ambitions by assisting and attending fundraising events relevant to the team's fundraising goals including two patrons evenings per production, press nights and cultivation events
- Take on other relevant tasks and responsibilities as required by the Development Director
- Be engaged in the Almeida's work, attending previews/press nights and regularly attending Participation projects and workshops
- Represent the Almeida Theatre as required, and act with the best interests of the Almeida Theatre at all times
- Take a lead on championing the Almeida's commitment to Equality & Diversity.

This list is not exhaustive and the role may include other duties as may reasonably be required

Equality, Access and Diversity

We want to create and sustain a productive, diverse and inclusive working environment. We ask everyone who works with us to champion this ambition and embed it in their day-to-day work being at the heart of our Equality Policy. It is monitored through our Annual Equality Action Plan.

Environmental Sustainability

We aim to be an environmentally sustainable organisation, and ask that all our teams work to support this. In doing so we are seeking to promote efficient and sustainable practices that create minimal impact. This is outlined in our Environmental Sustainability Policy and tracked in our Annual Action Plan.

Person Specification

You will be a proactive, motivated worker who can take an innovative approach to their role and the income requirements, who can think creatively, and is able to work collaboratively and consistently in a small team with ambitious targets. You should have a genuine desire to drive forward success in securing new business and in providing an excellent service to supporters.

Experience/Understanding:

- Experience in or understanding of Account Management essential
- Understanding of delivering membership schemes and ticket systems desired
- Experience in a customer service or customer facing role preferred

Remuneration and Hours:

This post is offered as a **two year fixed term** contract.

- Salary: £38k per annum
- Working hours are 10.00am – 6.00pm, Monday to Friday
- Holiday: 20 days per annum (bank holidays are in addition to this)
- Probationary period: 3 months
- Notice period: 8 weeks
- Following 13 weeks' service you will be automatically enrolled into the Almeida's auto-enrolment pension scheme, with NOW Pensions. Alternatively the Almeida offers a salary sacrifice pension scheme with Scottish Widows following a successful probationary period. You have the option of opting out of joining a pension scheme if you prefer.
- Other benefits: theatre ticket allowance, buddy scheme, staff discount in the Almeida bar and other local amenities, season ticket loan, training and development opportunities
- Location: This position is based at the Almeida Offices, 108 Upper Street, London, N1 1QN