



[www.drawingroom.org.uk](http://www.drawingroom.org.uk) | [www.tanneryarts.org.uk](http://www.tanneryarts.org.uk)

## Commercial Partnerships Manager

<b>Employer:</b>	Tannery Arts CIO   Drawing Room
<b>Job title:</b>	Commercial Partnerships Manager
<b>Hours:</b>	Average 2 days (14 hours) per week, exclusive of lunch breaks We anticipate the working pattern for this role to be variable with regular weekend and evening work around commercial events schedule Time off in Lieu will be offered for hours worked in addition to the above
<b>Salary:</b>	c £34,000 pro rata (c £13,600 for 2 days) Negotiable depending on experience
<b>Reports to:</b>	Director of Operations
<b>Terms of contract:</b>	Part time, 14 hours (2 days per week) One-year fixed term contract, with potential to review and extend after the first year We are happy to consider applications for flexible working. Please indicate on your application or contact <a href="mailto:nastasia@tanneryarts.org.uk">nastasia@tanneryarts.org.uk</a> if you would like to discuss alternative working arrangements.
<b>Start date:</b>	As soon as possible

### Additional staff benefits

Enhanced annual leave, sick pay and parental policies (after qualifying period)  
Employee Assistance Programme  
Staff discount at Drawing Room shop  
Invitation to all Drawing Room events  
Option for hybrid working, depending on the requirements of the role  
Option for paid overtime (when working on commercial events)

## RECRUITMENT DETAILS

**Application Deadline: 9am Wednesday 21 May**

**Interviews: Thursday 12 June**

*in person, however, alternative arrangements can be made*

We can consider some flexibility for interview and start dates so please indicate on your application if you aren't able to commit to these dates.

## **Tannery Arts CIO | Drawing Room**

Tannery Arts CIO is a charity comprising a public gallery, Drawing Room and studio provider, Tannery Arts studios.

Drawing Room presents a curated exhibition, unique public library and participation programme with an international perspective and is the UK & European centre for the exploration, appreciation and expression of the language of drawing.

Tannery Arts studios provides quality affordable studio spaces for artists across south London, as well as offering them valuable support and resources at often critical points in their development.

Situated in Bermondsey, one of the most creative areas of London, we moved into our permanent home in autumn 2023, which boasts a double height gallery, a unique library & research centre, community studio and artist studios. Our new home has given us a unique new opportunity to develop long term relationships with our local community and cultivate partnerships with local organisations. We are now at a stage where we are actively exploring new avenues for income generating activities, from sponsorship to hires, making the most of our beautiful new building as a way to support our charitable aims, and we are looking for new team members to help us achieve this.

You'll be joining our organisation at an exciting new stage, having recently been granted charitable status.

## **About the Role**

We are looking for a new Commercial Partnerships and Events Manager with the right skills, experience and enthusiasm to join our small and dynamic team. The role combines strategic planning, partnership cultivation, and event management to drive income growth to support our charitable, artistic mission and community impact.

In this role you will contribute to our mission by developing our commercial and corporate strategy to align with our social, charitable and artistic goals. You will be responsible for growing our income through developing and securing corporate partnerships, hire events, filming and commercial opportunities.

This post requires commercial acumen, partnership development and a creative mindset with the proven ability to develop unique income generating experiences that celebrate and are sensitive to our location, purpose and are anchored by our mission.

## **RESPONSIBILITIES**

### **Commercial and Income Generation Strategy**

- Develop our commercial and income generation strategy that aligns with our social and charitable mission.
- Expanding existing and identifying new potential income through hire events, photography, filming, rehearsal opportunities.
- Research and develop new income generating activities that celebrate our unique assets, artistic programme, studio provision and social impact, working closely with the Director of Operations and Drawing Room co-Directors.

### **Partnership Development**

- Cultivate and manage partnerships with local businesses, corporate sponsors and brands, and other cultural or educational organisations to increase the profitability of our artistic programmes as well as build our profile and expand our reach.

### **Commercial Hires**

- Be the first line of contact responding to commercial hire enquiries in a timely manner
- Conduct site visits with interested parties
- Liaise with the team regarding enquiries for use of the gallery

### **Event Management**

- Manage your events to an exceptionally high standard and to maximise their potential and income, providing guidance and expertise of choice of space and site restrictions
- Co-ordinate events in accordance with site requirements, including the management of suppliers and contractors
- Establish excellent internal relations, to include regular liaison with the team to ensure smooth and efficient delivery of events
- Ensure all events are staffed in accordance with event requirements

### **Financial**

- Create and manage budgets relating to your events
- Set up and monitor the profitability of all events including internal resources

### **Marketing**

- Work closely with the Communications Manager to guide the development of communications and marketing plans to attract new commercial partnerships and hires.
- Support the Communications Manager to work with all our commercial and event partners to ensure timely, high quality and on-brand event marketing.

### **General**

- Support our small team in other areas of operations, within the remit of the role

## PERSON SPECIFICATION

### Experience & skills

- Experience in commercial or business development
- Strategic thinking and ability to develop new initiatives to increase income generation
- Strong networking and relationship building skills
- Clear and concise written and verbal communication skills
- Experience in event planning and logistics
- Excellent time management and organisational skills and attention to detail
- Experience in budget management, forecasting and ability to accurately cost events and sponsorship opportunities
- Good understanding of marketing strategies for promoting space hires
- The ability to problem-solve, assess situations and arrive at positive solutions
- Hands on, proactive approach to leading projects
- Confident IT skills across Microsoft Office and Outlook

### Desirable

- Experience working in the cultural sector, particularly contemporary arts and galleries

### TO APPLY:

[Please complete the application form here](#), which will ask you to upload:

- A cover letter of no more than one A4 side, OR a voice/video application of no more than 5 minutes detailing:
  - What interests you about this role and our organisation
  - The experience, skills and qualities you possess that are relevant to this role
- A CV of no more than 2 sides of A4
- Contact details of 2 referees
- A completed Equality and Diversity Monitoring Form

We are an equal opportunities employer and encourage applications that represent the diversity of our society. We are particularly interested to hear from those currently underrepresented in our workforce, including those from Global Majority backgrounds, LGBTQ+, those who identify as D/deaf or having a disability, those from lower socio-economic backgrounds as well as those who haven't followed a 'traditional' career or training pathway. Diversity is vital to a dynamic, effective team and we wish to strengthen our work by bringing in people with new and/or different skills, experiences, perspectives and ideas. Positive action may be used in the recruitment process to select a candidate from a group that is disadvantaged or under-represented in our workforce, if two candidates in question are of equal merit.

We are keen to make our roles accessible to everyone, therefore we are open to discussing adjustments to the application and interview process if needed. Please email [nastasia@tanneryarts.org.uk](mailto:nastasia@tanneryarts.org.uk) if any part of the process is a barrier to your application