

# HEAD OF CORPORATE PARTNERSHIPS MATERNITY COVER



## APPLICATION INFORMATION PACK

If you require this Recruitment Pack in a different format, please contact the HR & Learning team on 0113 213 7280 or [recruitment@leedsplayhouse.org.uk](mailto:recruitment@leedsplayhouse.org.uk)

# QUICK FACTS



## 3 THEATRES

5 MAIN REHEARSAL & STUDIO SPACES

## c193,000

AUDIENCE PER YEAR

## OVER 19,500 PEOPLE

CONNECTED THROUGH PLAYHOUSE CONNECT

## 10M

TURNOVER

+

- Restaurant & café
- Two bars
- Conferencing and events
- Public gallery space

**THIS SHORT FILM WILL  
HELP YOU UNDERSTAND  
WHAT WE'RE ALL ABOUT.**

# WHO WE ARE



**Leeds Playhouse** has been one of the UK's leading producing theatres for 55 years. We are an award-winning cultural hub, a place where people come together to share stories, spark creativity and experience world-class theatre in the heart of Yorkshire.

At the heart of our purpose is a belief in the transformative power of theatre. We are driven by a social mission – to create work that speaks directly to the people of Leeds, reflects their lives, and opens up new possibilities for everyone who calls this city home. Our productions, projects and partnerships are rooted in the belief that culture should be accessible to all, and that theatre can be a catalyst for change.

The Playhouse has a proud history of inclusive practice, community connection and civic responsibility. We work closely with people across our region to ensure our work is representative, relevant and resonant. Our commitment to inclusivity is embedded in everything we do, from our artistic programme to our participation work and building design.

This warm, open approach has been recognised nationally. In 2022, **Leeds Playhouse** was named **Most Welcoming Theatre** at the **UK Theatre Awards**, a testament to our commitment to creating an accessible, inclusive and creative space at the heart of the Leeds City Region. Our productions continue to receive national acclaim. In 2025, our production of *Animal Farm* won the **UK Theatre Award** for **Best Revival** and a range of our productions were nominated for **Olivier, Black British Theatre, Asian Media** and **What's On Stage Awards**. For three consecutive years, Playhouse performers have won **Best Performer in a Musical**, and in 2024 our production of *Oliver!* was named **Best Musical**.

# THE ROLE



## HEAD OF CORPORATE PARTNERSHIPS

The Head of Corporate Partnerships (Maternity Cover) will work alongside the Strategic Director of Fundraising and Development to lead and further develop the strategic plan for corporate fundraising at the Playhouse. They will also lead the day-to-day running of the activities that fall within this key component of the Fundraising and Development department.

The Head of Corporate Partnerships (Maternity Cover) will be part of a small team and receive some admin support from the Development Administrator.

Corporate sector fundraising includes planning, developing and managing campaigns to meet agreed income targets for income from businesses, managing and delivering agreed benefits, and maintaining key Playhouse partnerships with the corporate sector.

# MAIN DUTIES AND RESPONSIBILITIES

## **ALONGSIDE THE STRATEGIC DIRECTOR OF FUNDRAISING AND DEVELOPMENT:**

- Agree and lead on the delivery of a strategy to meet private sector income targets.
- Deliver a programme of activities designed to maintain and increase membership of the Director's Club.
- Develop tailored sponsorship presentations and proposals, showcasing how corporate support can enhance brand visibility and community involvement.
- Support the management of the main existing sponsorship relationships to include principal and lower-level sponsors.
- Build and cultivate a pipeline of prospective corporate donors through networking, events, and research.

## **RELATIONSHIP MANAGEMENT:**

- Serve as the primary contact for existing corporate partners, ensuring they receive the agreed-upon benefits and maintaining ongoing positive relationships.
- Oversee the running of the Director's Club programme as managed.
- Cultivate long-term relationships by continuously providing partners with innovative ways to engage with the theatre and its audiences.
- Research companies to invite to Cultivation events and organisation of these events.
- Use the department databases to maintain clear records of relationships with potential, new and existing Corporate Supporters.
- Track all interactions with corporate prospects and partners, including communications, meetings, proposal submissions, and partnership agreements.
- Be an advocate and ambassador for the activities of the Playhouse and the Fundraising and Development team as well as our wider programming, activities, values, vision and achievements.

- Ensure corporate relationship management is GDPR compliant, and records are up to date.
- Any other duties as reasonably required by the Strategic Director of Fundraising & Development.

### **COLLABORATION AND CROSS-DEPARTMENTAL WORK:**

- Collaborate with the Marketing and Communications teams to ensure corporate partners receive visibility through print, digital, and on-site opportunities.
- Work closely with the theatre's programming and artistic teams to align partnership opportunities with upcoming productions and events.
- Coordinate with other Development team members on fundraising campaigns and gala events, securing corporate sponsorships and support.
- Maintain a close working relationship with the Strategic Director of Fundraising and Development.

### **GENERAL RESPONSIBILITIES:**

- Adhere to and implement the guidelines, procedures and policies for the company as detailed in the staff policies.
- Play a role in the life of the company and to work across departments to develop a positive and engaged organisational culture.
- Be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety Policy of **Leeds Playhouse**.
- To be willing to undertake training and development as required.
- To have a positive attitude to environmental issues. To have a pro-active role in the development and action of environmental policy and procedures relevant to your team in particular and the Playhouse as a whole.
- To have a positive attitude to and willingness to engage with and seek continual improvement in areas of inclusion and anti-racist practice at **Leeds Playhouse**.

The duties and responsibilities set out are not exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

# KEY RELATIONSHIPS

The role of Head of Corporate Partnerships (Maternity Cover) is based in the Fundraising and Development department.

You will be managed by the Strategic Director of Fundraising and Development.

## KEY INTERNAL RELATIONSHIPS

- Head of Marketing
- Head of Communications
- Members of the Production department
- Conference, Sales & Events Manager
- Financial Controller
- Data Protection Officer (Director of Audiences)

## KEY EXTERNAL RELATIONSHIPS

- Corporate supporters
- Patrons
- Strategic local partners and funders

# PERSON SPECIFICATION

## ESSENTIAL SKILLS, ABILITIES AND EXPERIENCE:

- An effective and imaginative relationship manager
- Good presentation skills
- The ability to work well and flexibly in a team including unusual, sometimes unsocial, hours
- An understanding of budgets and cash flow
- Excellent organisational and administrative skills

## ESSENTIAL QUALITIES:

- Enthusiastic and self-motivated
- Calm and flexible
- Excellent communicator with the ability to interact confidently with
  - Senior corporate managers
  - High net worth individuals
  - Colleagues and peers
- Ability to think and deliver projects creatively
- Willingness to work evenings and weekends and to attend performances, and other events at the Playhouse, in Leeds, and around the country, as required
- An interest in the Arts, particularly theatre
- Commitment to inclusive and anti-racist practice, and to continual improvement in these areas, including willingness to support Playhouse initiatives in this area.

## OTHER DESIRABLE SKILLS AND EXPERIENCE:

- Experience in event management
- Experience in sales/service delivery
- Full, clean driving licence

# EMPLOYMENT TERMS SUMMARY

## CONTRACT

This is a full-time, fixed-term Maternity Cover contract of up to 12 months but may be terminated or extended on a minimum of 4 weeks' notice.

Any offer we make is subject to:

- receipt of 2 satisfactory references
- proof of eligibility to work in the UK
- successful completion of a 12-week probation period

## SALARY

£30,600 per year.

## HOURS

Full-time, consisting of 35 hours per week. Working pattern will vary with some flexibility to work evenings and weekends when required.

There may be occasions when you are required to work outside the normal hours outlined. In recognition of additional hours worked, you are entitled to Time Off in Lieu (TOIL) in line with the Playhouse TOIL policy.

## NOTICE PERIOD

8 weeks. 4 weeks during probation period.

## LOCATION OF WORK

Your main place of work will be Leeds Playhouse. You may be required to work permanently or temporarily at other locations in the Leeds City Region. You may be asked to work temporarily in other locations in the UK.

# BENEFITS



## PENSION

Auto-enrolment in a Standard Life Pension, unless you opt out, with 3% employer contribution, if eligible.

## HOLIDAYS

5 weeks per holiday year, plus Statutory Bank and Public Holidays, rising with length of service.

## BENEFITS

- Up to 2 paid wellbeing days a year
- Free employee assistance service
- Corporate gym and swimming discount
- Staff ticket discount
- Staff discount in Playhouse food and drink outlets
- Inhouse counselling services with a BACP counselling professional on site (by referral)
- Voluntary Cash Health Plan (optional)

# HOW TO APPLY

Please read the job description carefully before starting your application to ensure that you meet all of the essential criteria and are able to provide evidence in your application to support these areas. Only relevant information will be considered when shortlisting candidates.

Your application will be retained securely for 3 months before being destroyed if you are unsuccessful, and for up to 12 months if you are successful.

## HOW TO APPLY

To apply for this post please complete the online application form and diversity monitoring form which can be found on the job opportunities page, under the job role you are applying for. Data from your diversity monitoring form will not be shared with the recruitment panel.

If you would like to request any adjustments to enable you to apply for this post or to fully participate in an interview, please contact [recruitment@leedsplayhouse.org.uk](mailto:recruitment@leedsplayhouse.org.uk)

## INTERVIEWS FOR DISABLED CANDIDATES

**Leeds Playhouse** is a member of the Disability Confident scheme. Subject to capacity, we will interview candidates who identify as disabled who demonstrate that they meet all the essential criteria for the job.

## EQUAL OPPORTUNITIES

**Leeds Playhouse** is committed to promoting equality and opportunity in its employment practices. In particular, the company aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital or civil partner status, sex, sexual orientation, gender reassignment, age, or religious beliefs. Disabled candidates will not be treated less favourably on the grounds of their disability.

## SAFEGUARDING

The Playhouse is committed to safeguarding, and operates an environment where all staff are expected to report any concerns about vulnerable people, or about the behaviour or practice of colleagues and other people they come into contact with.

# THANK YOU

**LEEDS**   
**PLAYHOUSE**

## FIND US AT

**PLAYHOUSE SQUARE,  
QUARRY HILL, LEEDS LS2 7UP  
LEEDSPHAYHOUSE.ORG.UK  
0113 213 7700**

#### **PHOTOGRAPHY CREDITS**

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