



Commercial Manager

Recruitment Pack

October 2022

ABOUT I.D.E.A

I.D.E.A is the production company behind the London Design Festival, the London Design Biennale and the Global Design Forum.

Founded 20 years ago by Sir John Sorrell and Ben Evans, the mission of I.D.E.A is to promote the role of design in improving people's daily lives and in addressing global challenges.

We work with the world's most renowned designers and brands as well as championing emerging design talent. Our activities celebrate London as the home of the UK's creative industries and as an international platform for design. Our institutional partners include the Mayor of London, the Victoria and Albert Museum, and Somerset House. Recent partners include SONY; Arts Council; SAP; Almacantar; Fortnum & Mason and LSI Stone.

You will be joining an organization of circa 15 staff, made up of highly supportive, motivated and talented colleagues from a variety of backgrounds.

We have an ambitious five-year growth strategy, including new streams of activity, a non-profit arm, and an expanding collection of international partnerships.

I.D.E.A is an equal opportunities employer and are committed to championing equality, diversity and inclusion in our workplace, so if you're a suitably qualified applicant we encourage your application whatever your age, disability, gender, gender identity, race, religion or belief, sexual orientation or socio-economic background.

THE ROLE

We are looking for an enthusiastic and entrepreneurial individual to work alongside the Partnerships and Social Impact Director to achieve income targets across the full range of I.D.E.A's activities. This includes from placemaking and installation commissions, event and exhibition sponsorship and broader cultural activities. We seek partnerships with design-led companies and services, lifestyle brands and philanthropic supporters of arts and culture.

The role will have significant interaction with colleagues and with external partners, prospective partners, and collaborators.

Primary responsibilities will include:

- Supporting the Partnerships Director to reach income and sponsorship targets across all of I.D.E.A's activities;
- Building up a pipeline of new sponsor contacts through research and representing I.D.E.A at external events;
- Direct account management of some partners;
- Working with the whole team to ensure partner benefits and deliverables are met;
- Maintaining pipeline documentation, database systems and contact details; and
- Ensuring partners and sponsors are engaged in all relevant I.D.E.A activities

PERSON SPECIFICATION

- 5 years minimum relevant experience in a sponsorship or business development role
- A strong interest in and active network across brands and the creative industries, in particular with luxury and / or design-led brands
- A proven track record of developing sales plans and meeting commercial targets
- A great communicator, comfortable presenting to everyone from internal stakeholders to headline sponsors
- A supportive team member
- An ambitious self-starter, with excellent time management and an eye for detail
- Passionate about the creative and cultural sector
- Highly organised and experience working with databases and spreadsheets
- Confident working with a Mac and Microsoft Office (InDesign and Photoshop desirable)

HOURS AND LOCATION

Full time, office-based in Holborn, central London

START DATE

Immediate (allowing for notice periods)

SALARY

Circa £40,000 dependent on experience

BENEFITS

- Regular opportunities to attend talks, design events and exhibitions across London
- 25 days' annual leave
- Employer's pension contribution
- Cycle to work scheme

APPLICATION PROCESS

Please send your CV together with a one-page cover letter with the subject 'Commercial Manager' to jobs@londondesignfestival.com by midnight **Friday 18 November 2022**.

Interviews will take place shortly after the closing date. Reference checks will be undertaken as a condition of the job offer.