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# THE SHED

THE **BLOOMBERG** BUILDING  
545 West 30th Street  
New York, NY 10001

## **Job Description: Corporate Sponsorships Manager**

### **About The Shed**

The Shed is a new cultural institution of and for the 21st century. We produce and welcome innovative art and ideas, across all forms of creativity, to build a shared understanding of our rapidly changing world and a more equitable society. In our highly adaptable building on Manhattan's west side, The Shed brings together established and emerging artists to create new work in fields ranging from pop to classical music, painting to digital media, theater to literature, and sculpture to dance. We seek opportunities to collaborate with cultural peers and community organizations, work with like-minded partners, and provide unique spaces for private events. As an independent nonprofit that values invention, equity, and generosity, we are committed to advancing art forms, addressing the urgent issues of our time, and making our work impactful, sustainable, and relevant to the local community, the cultural sector, New York City, and beyond.

### **About the Position**

Reporting to the Chief Business Development Officer, the Corporate Sponsorships Manager will oversee a portfolio of institutional- and commission-focused corporate partners and sponsors. The Corporate Sponsorships Manager is responsible for leading on both standard and bespoke benefit fulfillment, engagement initiatives, and to oversee the life cycle of current and prospective partners from initial outreach to renewal.

### **Key responsibilities include, but are not limited to**

- Support external client events and venue sales, including drafting estimates, managing vendor relationships, and approvals
  - Liaise between the Associate Director of Corporate Partnerships and Rentals and Director of Special Events to assist in strategic planning and operations for large scale partnerships, rentals, and internal and institutional events
  - Manage interdepartmental and cross-departmental project communications to ensure key event deadlines are met
  - Daily team operations include answering rental inquiries, tracking and managing department budget and expenses (Intacct), managing internal coordination schedule, operating schedules, list management (Tessitura/Zkipster)
  - Develop a system for prospecting, cultivating, and stewarding a new business pipeline and major opportunities
  - Negotiate estimates and contracts with clients and vendors
  - Organize site visits and meetings and creating meeting agendas
  - Budget and finance management as assigned by Director
  - Partner with internal caterer and external vendors to manage the production aspects of events (catering, décor, A/V, entertainment, etc.)
  - Liaise with variety of Shed staff and facilitating building wide communications on event details
  - Write work orders and works closely in coordination with Security, Operations, Visitor Experience, and Production before, during, and after events and guide vendors on how and where to work in the space
  - Establish and maintain positive working relationships with all vendors and represent The Shed and all relevant parties
  - Manage and assign event staffing
  - Send revenue and tracking reports as necessary
  - Perform other project and administrative duties as assigned
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## **Qualifications and Qualities**

- Bachelor's degree required
- Three to four years of experience in managing high-profile events, preferably in a cultural setting
- Prior experience leading the planning and execution of all event types
- Excellent interpersonal, organizational, communications, and writing skills
- Very strict attention to detail required
- Business development and event sales experience
- Ability to introduce innovative ideas, implement them, and make sure they are maintained
- Must be able to meet deadlines, work under pressure, make time-sensitive decisions, and be able to work both independently and within the Shed team environment
- Demonstrated ability to work collaboratively as part of a highly motivated, energetic team
- Ability to multitask, work well under pressure and in a fast-paced environment is required
- Must have demonstrated strong negotiating, problem-solving, and analytical skills
- Availability on weeknights and weekends and able to work flexible work schedule to accommodate business needs as needed
- Ability to communicate efficiently and effectively with employees, management, clients, and vendors as necessary and experience drafting detailed communications internally and externally
- Must maintain the highest level of ethics and integrity
- Excellent computer skills necessary, experience with Tessitura, G-Suite, VenueOps and Proofhub preferred
- Efficient in creating and analyzing spreadsheets and preparing financial analyses and recommendations

## **Compensation**

Compensation will be commensurate with experience. Please provide salary requirements with your application.

## **Application Process**

Interested candidates should complete an application and submit résumé and cover letter in a single Word or PDF document saved as candidate's first and last name through our Career Center page here. Only résumés and cover letters submitted in this format will be reviewed. No phone calls, please.

**Please note:** The Shed has adopted a Covid-19 vaccination policy to safeguard the health and well-being of our employees. As a condition of employment, Shed employees are required to be fully vaccinated for Covid-19, unless a reasonable accommodation is approved or as otherwise required by law.

The Shed is an Equal Opportunity Employer, committed to the goal of building a culturally diverse staff, and strongly encourages applications from minority candidates.