



Partnerships and Events Administrator Job Description

Job Title:	Partnerships and Events Administrator
Reports to:	Head of Development; Development Manger
Salary:	£24,500

RSNO Overview

The RSNO is Scotland’s national symphony orchestra and one of the five National Performing Companies, supported by the Scottish Government. The RSNO is a symbol of Scottish cultural excellence. Established in 1891, it continues to deliver the highest quality musical experience and enjoyment throughout Scotland, which has been shared by generations.

The External Relations Department

The Director of External Relations leads the External Relations Department. The Team consists of: Head of Development, Head of Trusts and Projects, Head of Marketing, Development Manager, Marketing Manager, Graphic Designer, Information Services Manager, Trusts and Projects Administrator, Communications and Marketing Officer, Video Producer, Programmes Editor and External Relations Officer.

Purpose of Role

The Partnerships and Events Administrator will provide vital support to the Development Team and wider organisation, helping to plan and deliver fundraising and membership events to compliment the RSNO’s stewardship programme. The successful candidate will also closely work with the Head of Development to research and approach prospective corporate partners.

Principal Relationships

External: <ul style="list-style-type: none"> • Key suppliers, including concert and special event venues and catering companies • Actual and prospective corporate supporters • Actual and prospective individual supporters 	Internal: <ul style="list-style-type: none"> • All senior management and operational staff • External Relations team (in particular, the Head of Development and Development Manager) • Musicians • Chief Executive • Music Director, Chair and Board members
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Key Responsibilities

Events

1. Work with the Head of Development and the Development Manager to organise and deliver the RSNO's regular roster of events, including concert receptions and special fundraising activities.
2. Act as the lead contact for the RSNO with its regular performing venues' front of house teams, booking reception venues and organising catering.
3. Raise invoices for corporate and event fundraising activity.
4. Track expenditure on events with allocated events budget.
5. Prepare a timeline for each event including invitation dates, event plans for staff, pre-event emails and post-event communications.
6. Attend RSNO concerts in Edinburgh and Glasgow on a regular rota basis to help cultivate supporters of the Orchestra in the RSNO's members' bar.
7. Work with other team members to deliver events for all supporters.

Corporate Partnerships

8. Manage the day-to-day aspects of corporate partnerships, including preparing partnership agreements, a renewal calendar and a corporate e-newsletter for supporters.
9. Work with the Head of Development to consider new sources of income and implement creative ways of engaging and activating current and prospective corporate partners.
10. Work with the Head of Development to create engaging and up-to-date corporate literature, promoting the variety of ways in which organisations can support the RSNO.
11. Research and prospect new and lapsed high-value, longer-term partnership which will align with the RSNO's longer-term strategies and goals.
12. Steward existing corporate relationships, ensuring benefits are fulfilled and partnerships evolve.

Campaigns and Communications

13. Work with the Development Manager and Marketing department to write, edit and produce the RSNO supporters' magazine, *Inner Circle*.
14. Prepare the RSNO Corporate e-newsletter, promoting partnerships and activity.

Administrative

15. Ensure that all records of individual supporters and corporate partners are fully and adequately maintained on Spektrix, using the system to report on income and identifying prospects for cultivation.
16. Monitor income and expenditure, take early and effective action to ensure budgets are met and advise the Head of Development of progress ahead of the bi-monthly Board meetings.
17. Undertake concert duties as required.

Person Specification	Criteria
Educations/qualifications	<ul style="list-style-type: none"> • Degree or equivalent
Experience/knowledge	<ul style="list-style-type: none"> • Administration • Events Management • Corporate partnerships • Knowledge of budgets and able to work to targets • The arts (desirable) • Spektrix (desirable)
Specific skills	<ul style="list-style-type: none"> • Excellent organisational skills • Ability to prioritise a busy workload • Excellent event planning, management and delivery skills • Excellent written and verbal communication skills • Excellent IT skills, including database management, Excel, Word, Outlook and PowerPoint • Excellent interpersonal skills with an ability to influence and collaborate with internal and external contacts
General competencies	<ul style="list-style-type: none"> • Relationship management • The confidence to represent and advocate the RSNO at external events • Planning and prioritisation • Information management • A 'can-do' attitude and the willingness to assist other members of the team to meet shared objectives • Highly motivated, pro-active and results driven • Attention to detail
Other	<ul style="list-style-type: none"> • An active interest in the arts • Prepared to work weekends and evenings

Location: The RSNO currently offers a hybrid working model with a minimum of three days a week in the office, subject to the requirements of the job. The office is based at RSNO Centre, 19 Killermont Street, Glasgow, G2 3NX.

Hours of work: Office hours are 9:00am to 5:00pm or 9:30am to 5:30pm but the post holder will be expected to work as the job requires, including some evenings and weekends.

Contract: Full-time, permanent

Holidays: 25 days plus 13 public holidays

Pension: Contributory pension scheme available

Application Process

Applicants should email a CV and covering letter to recruitment@rsno.org.uk. Please send files as PDFs with the titles 'Your Name Cover Letter' and 'Your Name CV'. Please put 'Partnerships and Events Administrator' in the email subject line.

The RSNO is an equal opportunities employer, welcoming applications from individuals regardless of background and encouraging applications from under-represented groups. To assist us to monitor the effectiveness of our equality and diversity practices we would encourage applicants to complete our monitoring form by [clicking here](#). Your response will be completely confidential and held separately from your application.

CLOSING DATE: Monday 15 June 2026, 5pm

INTERVIEWS: Week commencing 22 June 2026