



Renegade Production

LONDON | SE6

www.renegadeproduction.co.uk

Job Description

Practise and Business/Relationship Manager

Role:

- Client/relationship management
- Invoice and payment comms
- Internal comms management
- External affairs comms

Specifics:

- Business relationship management - new and current
- Making initial contact with new organisations including [but not restricted to] corporations, brands [national and global], art galleries, art collectives, production companies, creative agencies and relevant publications including local, regional and national titles.
- Research [desktop, telephone etc] and recommendations
- Sending invoices, chasing payment
- Scheduling and attending 1-2-1, team and client meetings
- Maintaining central & MD/CD's inbox

**all work to be briefed and desired goals/outcomes to be specified and pre agreed between MD/CD and Practise and Business/Relationship Manager*

Skills:

- Organisation and project management
- Professional relationship management
- Commercial acumen
- A basic understanding of social media platforms including Facebook, Instagram, LinkedIn and Twitter [X]
- Intermediate to advanced Microsoft Office including Outlook, Word and Excel
- Basic to intermediate Google [Drive & Calendar]

Qualities

- Confident, enthusiastic, and driven
- Great written and spoken manner and etiquette
- Proactive
- Organised and methodical
- Clear and open communicator

To apply, please send a short covering note by email with a CV attached to contact@renegadeproduction.co.uk

If you have any preliminary questions ahead of submitting a cover note and CV, please feel free to call Ciarán on **+44 7826 774 295**

We will not be reviewing applications submitted after **November 3rd 2023**.