



Partnerships & Licensing Coordinator

We have an exciting opportunity for a Partnerships & Licensing Coordinator to join us. As Partnerships & Licensing Coordinator, you will support the partnerships and licensing team with the smooth running of the department. This will include administrative duties, coordinating all enquiries, working closely with the marketing, creative and sales teams to ensure licensing initiatives are supported and connected to the core business as well as manage and support licensees and partnerships as needed.

We are a collective of luxury interior brands, each with a special role to play, and two manufacturing brands (Anstey Wallpaper Company and Standfast & Barracks). At Sanderson Design Group we are Sanderson, Morris & Co., Zoffany, Harlequin, Clarke & Clarke and Scion and our purpose is 'to bring the beautiful into people's homes and lives'.

Responsibilities

- Support the Director of Partnerships and Licensing Manager with commercial tasks including; facilitating NDA's and one-off agreements, checking royalty statements for product accuracy, ensuring contracts and addendums have been signed and returned
- Support Director of Partnerships and Licensing Manager with search for new potential licensing partners and opportunities
- Administrative and organisational duties within the partnerships team to help ensure smooth and efficient running of this busy department
- Handle all general enquiries within the department
- Manage licensees and coordination for the Morris website
- Communicate launch dates and product availability to all relevant internal departments
- Manage product samples, ensuring masters are labelled and products are stored away and managed
- Support with preparation of presentation materials and information packs for key meetings and events
- Place product orders on the system within the department when required
- Update brand overview presentations, including licensee lists
- Be key contact for licensing industry PR
- Liaise with all licensees for critical paths to feed into stage gate as well as pulling updates and newsletters for licensing

Measures of success

- All product trackers are up-to-date and accurate
- Stakeholders receive a high level of service from the partnerships department
- All licensing enquiries dealt with in a timely manner
- All administrative elements of a partner, internal or new opportunity meeting is dealt with in a timely and efficient manner

Skills & Experience



- Degree or equivalent in textile design or a relevant creative degree would be an advantage
- Comprehensive computer skills including Photoshop, Microsoft Office, Outlook, Word, Excel and PowerPoint
- 'Can do' attitude
- Well organized with the ability to plan and deliver on tight deadlines with attention to detail
- Enjoy working in a team and closely with a number of internal stakeholders
- When required, willing to travel regularly in order to engage directly with partners
- Proven experience of prioritising workload and using initiative
- Interested in the industry and our brands
- InDesign and Adobe experience would be an advantage

If you wish to apply, please send your CV to jobs@sandersondesigngroup.com

About us

Sanderson Design Group is an international luxury interior furnishings company that designs, manufactures and markets wallpapers and fabrics together with a wide range of ancillary interior products.

In 2020, we brought our portfolio of brands home to Sanderson Design Group, evoking the combined longevity and prodigious creative history of our brands. Sanderson Design Group describes the ebullience of our past endeavours. It sketches the outline of our future. A collective of quintessentially British luxury interior brands and 2 manufacturing brands, at Sanderson Design Group we are Sanderson, Morris & Co., Zoffany, Harlequin, Clarke & Clarke, Scion, Anstey Wallpaper Company and Standfast & Barracks.

Our purpose is "To bring the Beautiful into People's Homes and Lives". This has defined and shaped our brands since our very earliest days. The oldest brand in our arsenal, from where we derive the namesake of our group, began life in 1860, as an importer of fine French wallpapers to London. Arthur Sanderson & Sons Ltd played a pivotal role in defining English interior decoration tastes and its early success led to displaying designs at London's finest showroom, at Berners Street. Around this time in 1924, Arthur Sanderson & Sons Ltd were awarded The Royal Warrant, becoming "purveyors of wallpaper and paint" to the court of George V.

We recognise that each one of our brands contributes a unique chapter to our story. It is why we represent the full spectrum of British interior design, catering from cutting-edge sleek modern styles, to the hearty warmth of traditional forms. Our decision to rebrand as Sanderson Design Group in 2020 is our way of paying homage to our rich history, as well as marking our path towards a new future. As custodians of over 160 years of design experience, we are proud to Bring the Beautiful into People's Homes and Lives. We are Sanderson Design Group.