

QUEENSLAND THEATRE

Position Description

Corporate Partnerships Manager

Position context

The Corporate Partnerships Manager is a member of the Development team which works to optimise financial support for Queensland Theatre from diverse sources – corporate partnerships, individual giving, trusts and foundations.

Role purpose

The Corporate Partnerships Manager will initiate, secure, develop and retain a portfolio of corporate partnerships and relationships to achieve agreed individual and team income targets.

Reporting relationship

The position reports to the Director of Development.

Key responsibilities

Objective 1 – Corporate Partnerships

To secure corporate support for Queensland Theatre through sponsorship and corporate entertainment programs:

- Develop, plan and implement strategies and initiatives for corporate fundraising/income-generation
- Cultivate and secure a strong pipeline of corporate prospects.
- Manage and grow a portfolio of corporate partners.
- Create persuasive funding proposals for corporate support, with the assistance of the Development team where required
- Establish relationships with corporate supporters in order to:-
 - foster an understanding of their business and share knowledge of Queensland Theatre objectives; and
 - develop initiatives that will assist sponsors to maximise their marketing leverage from the partnership with Queensland Theatre.
- Keep apprised of current national and international trends and initiatives in the sponsorship and fundraising sector.

Objective 2 – Communication and relationship management

To demonstrate effective written, oral and presentation skills essential in nurturing relationships with stakeholders, primarily corporate partners:

- Work collaboratively with others in the Development team, to perform core work functions to ensure supporters are nurtured and all benefits and deliverables are communicated and provided as required.
- Demonstrate excellent interpersonal and influencing skills in all communications.
- Influence a diverse range of internal and external stakeholders to deliver corporate growth and opportunities while ensuring business objectives are met.
- Share information and encourage contribution of ideas to improve delivery of outcomes.

Objective 3 - Finance

To ensure the corporate partnerships function achieves and operates within (income and expense) budgets:

- Develop income targets for corporate sponsorship, in conjunction with the Director of Development.
- Manage expenditure in line with approved budgets.
 - Prepare costings for all areas of the corporate partnerships program.
 - Manage the corporate partnerships budget and all expenditure related to it.
 - Advise the Director of Development of any projected variance to corporate partnerships budget.
- Achieve cost savings for Queensland Theatre through sponsored goods and services where appropriate.
- With the Marketing team, regularly review contra arrangements with third parties such as caterers, media brokers, and information suppliers to ensure that such arrangements accrue maximum benefit to Queensland Theatre.

Objective 4 – Hospitality and events

To develop and manage effective, tailored events for Queensland Theatre partners, sponsors and stakeholders:

- Develop a creative corporate entertainment/event program that underpins the success of the Development team strategy, and which can be leveraged to gain additional support for Queensland Theatre.
- Attend Queensland Theatre events and other functions as required to represent the organisation, ensure appropriate stakeholder engagement, including meeting and greeting guests and nurturing potential supporters.
- Provide event support, and liaise with others to facilitate and manage partner/sponsor events as required.
- Oversee all sponsors' hospitality and ticketing requirements as contained in sponsorship agreements, with the assistance of the Development Coordinator
- Coordinate Queensland Theatre corporate entertainment requirements for each business.
- Ensure that all marketing contractual obligations with regard to sponsors, government, artists, co-producers and third-party presenters are met, including Opening Nights.

Objective 5 – Administration and reporting

To ensure effective administration of the corporate partnerships program:

- Ensure effective administration of all initiatives, including delivery of contractual obligations, reporting, and maintenance of thorough, and up to date files and records.
- Implement and maintain reporting processes to track partnership proposals, invoicing and payments and benefit delivery.
- Provide reports and regular updates on key initiatives and opportunities.
- Maintain records in the database (Tessitura) as to all activity with corporate partners and corporate prospects, including plans, contracted partnerships, payments and receipting, engagements, benefit delivery.
- Coach and support direct reports in the management and administration of corporate partnerships.
- Assist, as required, with activities which overlap with the Marketing team in relation to the management of corporate partnerships.

Other duties as required

Selection Criteria

- At least three to five years' experience in developing and executing corporate partnerships/sponsorship strategy and delivering on revenue/fund raising objectives, preferably in the performing arts industry.
- Proven track record in cultivating, engaging and stewarding key corporate partnerships and enduring relationships with internal and external stakeholders.
- Experience in developing creative and engaging partnership proposals and activations that have secured funding.
- Highly-developed communication, interpersonal and presentation skills, with persuasive abilities and strengths in diplomacy, and building and influencing networks.
- Ability to manage simultaneous projects with strong organisational skills and attention to detail.

Length of appointment

An initial twelve month contract with opportunity for renewal subject to a satisfactory performance review.

Work hours

Office hours are 9am to 5.30pm and as required. The employee is required to be available to work at performances and functions after hours. Time in lieu provisions are offered at the discretion of management.

Salary

Salary will be negotiated with the preferred candidate.

Other benefits

- Onsite car parking
- Complimentary tickets to Queensland Theatre productions.

Leave provisions

Twenty working days (or pro-rata) for each year of completed service. Annual leave loading of 17.5%, ten days carer's/sick leave.

Applications

Written applications should include:-

1. A cover letter outlining your suitability for the role and interest in working at Queensland Theatre;
2. Resume / curriculum vitae including the names of two referees who can comment on your competency in regard to the selection criteria (note: referees will only be contacted after an interview); and
3. A response to the selection criteria (up to a maximum of two (2) pages).

PLEASE NOTE: only applications that include a response addressing the selection criteria will be considered.

Applications should be addressed to:

Amanda Jolly, Executive Director, Queensland Theatre, PO Box 3310, South Brisbane QLD 4101

Please email application **by Monday, 2 September 2019** to employment@queenslandtheatre.com.au