

QUEENSLAND THEATRE

Position Description

Corporate Partnerships Manager

Position context

Queensland Theatre is Queensland's flagship theatre company, presenting an annual season of diverse, world-class mainstage theatre productions and youth performing arts programs. 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, service and retain a portfolio of corporate partnerships and relationships to achieve agreed income targets.

Reporting relationship

The position reports to the Director of Development.

Key responsibilities

Objective 1 – Strategy

Implement the corporate partnerships strategy that aims to secure corporate support for Queensland Theatre through sponsorship and corporate entertainment programs

- With the guidance of the Director of Development, implement the corporate partnership strategies and initiatives to drive corporate income-generation and activation opportunities.
- Articulate and work to achieve, Queensland Theatre's corporate partnership objectives.
- Cultivate and secure a strong pipeline of corporate prospects.
- Manage and grow a portfolio of corporate partners.

Objective 2 – Partnership

Manage a portfolio of corporate partnerships to ensure all obligations are fulfilled

- Establish relationships with corporate partners through informed, constructive and sustained dialogue to foster an understanding of their business and their needs.
- Maintain an existing corporate partner portfolio and partner relationships while working to achieve income targets, along with supporting team members in the Development team.
- Manage the day-to-day deliverables associated with each partnership which includes ongoing stakeholder engagement and communication, the fulfilment of contracted deliverables, and performance reporting.
- Ensure timely reporting to corporate partners, including providing relevant information, according to contractual reporting requirements of corporate partnership agreements.
- Resolve or escalate partner-related issues as appropriate, respond promptly and where necessary, enlist support of senior staff.
- With the Director of Development, coordinate renewals for a portfolio of partners in a timely manner including preparing proposals and contracts to a high standard for review and sign off.

Objective 3 – New business development

Identify and develop a pipeline of corporate prospects

- Proactively identify, research and approach potential corporate partners who are aligned with Queensland Theatre to drive corporate partnership revenue.
- Prepare tailored, sound corporate partnership proposals which are supported by clear and costed suite of benefits and value.
- Confidently present proposals and articulate pitches to potential partners.
- Create persuasive proposals for corporate support, with the assistance of the Development team where required.

Objective 4 – Communication

Demonstrate effective written, oral and presentation skills

- Demonstrate excellent interpersonal and influencing skills in all communications (verbal and written) with internal and external stakeholders.
- 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 5 - Finance

Ensure the corporate partnerships function achieves and operates within (income and expense) budgets

- With the Director of Development, develop income targets for corporate partnerships.
- 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 by regularly reviewing contra arrangements with third parties to ensure that such arrangements accrue maximum benefit to Queensland Theatre.

Objective 6 – 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 manage data and track partnership proposals, invoicing, payments and benefit delivery.
- Provide reports and regular updates on key initiatives and opportunities.
- Maintain corporate partner records as to all activity with corporate partners and corporate prospects, including plans, contracted partnerships, payments and receipting, engagements, benefit delivery.
- Continually improve corporate partnership administration/management tools, practices and procedures, including the annual review of proposals, contracts and reports.
- Coach and support direct reports in the management and administration of corporate partnerships.

Objective 7 – Events

Develop and manage effective, tailored events for corporate partners, sponsors and stakeholders

- Develop a creative corporate entertainment/event program that supports 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 corporate supporters.
- Provide event support and liaise with others to facilitate and manage partner/sponsor events as required.
- Oversee all sponsors' hospitality, ticketing and behind the scenes requirements as required in sponsorship agreements, with the assistance of the Development Coordinator
- Coordinate Queensland Theatre corporate entertainment requirements for each partner.
- Ensure that all contractual obligations with regard to sponsors, government, artists, co-producers and third-party presenters are met, including Opening Nights.

Other duties as required

Key performance indicators

- Partnership satisfaction and retention
- Growth in partnership revenue from renewals
- Lead generation and new business proposals
- Growth in partnership revenue from new business

Selection Criteria

- At least three to five years' proven experience in cultivating, engaging and stewarding key partnerships and enduring relationships with internal and external stakeholders at various levels across corporate, government, not-for-profits and industry groups.
- Proven capability in identifying, approaching, negotiating and securing new partnership opportunities that have secured income.
- Proven experience in developing engaging partnership proposals and activations.
- Highly-developed communication skills, with the ability to liaise, interact and communicate effectively and easily with a broad range of people, both internal and external to the organisation, with persuasive abilities and strengths in diplomacy, and building and influencing networks.
- Collaborative working style with the ability to work within a team and in a hands-on capacity.
- Proactive and results-driven approach and ability to apply initiative and problem-solving skills.

Desirable attributes

- General knowledge of and enthusiasm for the arts.
- Creative thinker with an ability to work confidently and effectively in a role that strives to achieve income generating targets.
- Ability to work effectively as a team player as well as independently.
- High attention to detail.

Appointment

Part time position – three (3) days per week on an initial twelve month (fixed term) contract with opportunity to extend if successful in the role.

Work hours

Office hours are 9.00 am to 5.30 pm. Some out-of-hours work is required to fulfil the requirements of the role including at performances and functions. 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
3. A response (maximum 2 pages) to the selection criteria in this position description
4. Two referees who can comment on your competency in regard to the selection criteria

Applications should be addressed to Director of Development, Queensland Theatre, and forward by email to employment@queenslandtheatre.com.au

Applications close Monday, 9 November 2020.