

POSITION DESCRIPTION

Position: Corporate Partnerships Manager

Contract: Full Time

Reports to: Head of Corporate Partnerships

Commencement date: March 2019

POSITION PURPOSE

To realise Queensland Ballet's vision and enable strategic growth both on and off the stage, it is vital that support from private sources is encouraged and nurtured.

The Corporate Partnerships Manager will work closely with the Head of Corporate Partnerships and Corporate Partnerships team to steward, leverage and renew current corporate partners and develop new business relationships. The Corporate Partnerships Manager is responsible for implementing, activating and tracking designated sponsor contracts, ensuring elements are fulfilled, executed and reported in accordance with partnership KPIs, as well as identifying, establishing relationships and negotiating contracts with prospective partners.

The role involves liaising with a broad range of internal and external stakeholders to deliver diverse partner requirements.

ABOUT QUEENSLAND BALLET

Queensland Ballet is a vibrant, creative company which connects people and dance across around the world and nurtures emerging local talent by presenting exciting new works in an intimate studio series. With a culture of creativity and collaboration, complemented by an active program of engagement with our communities, Queensland Ballet has become the central hub for dance in the State. Our dancers are acclaimed for the technical excellence and versatility, and our annual program offers diversity in style, audience focus and geographic reach, with performances in Brisbane, tours around Queensland, Australia and the world, and a far-reaching community engagement program: *creating magic, enriching lives*.

The facilities at Queensland Ballet's home in Thomas Dixon Centre in Brisbane's West End allow the Company to offer a full range of training and community access programs, including public dance classes. We are committed to providing a pathway for young talent through our Academy programs and dedicated to the pursuit of artistic excellence, dance education and innovative presentation of classical repertoire. With bold and confident ambitions for the future, including a three site: one vision strategy for our home infrastructure, we proudly build upon the legacy of many creative and gifted artists and arts-enablers who have been part of the Company's rich history since 1960.

PRINCIPLES OF COMMITMENT

With bold intentions to be unconstrained, we will **create magic and enrich lives** by delivering across four core pillars: Artistic, Academy, Arts for All and Cultural Spaces.

Influenced by **five principles of commitment**, all that we do and all that we are will remain true to the **four core pillars**:

1. **World class** in all that we do – We will **connect** with international best-practices to inspire impactful excellence on stage, in studio, in business and in community.
2. **Creative** in every endeavour – We will **nurture** our artform, artists, students and arts workers by remaining nimble and open to possibilities.
3. **Queensland** in our hearts – We will **celebrate** our growing state and share its developments and spirit on the world stage.
4. **Wellness** across society – We will **research**, develop and deliver initiatives that positively impact all dimensions of well-being; *social, cultural, emotional, physical, environmental and intellectual*.
5. **Sustainable** practice – We will build a **resilient** 'business of ballet' that anchors all of ballet's potential in longevity and legacy.

REPORTING RELATIONSHIPS

This position reports to the Head of Corporate Partnerships and works collaboratively with another Corporate Partnerships Manager and a Corporate Partnerships Executive. The position sits within the Marketing, Corporate Partnerships, Ticketing, Events and Enterprise department of QB.

RESPONSIBILITIES

Deliver the implementation of Corporate Partnership activities including:

Strategy

- Work with the Head of Corporate Partnerships and Corporate Partnerships team to develop and deliver the Corporate Partnerships strategic plan including sponsorship, corporate membership and corporate hospitality initiatives.
- Work closely with the Head of Corporate Partnerships and Corporate Partnerships team to ensure the continued professional nurturing and leveraging of the existing suite of partners and the delivery of partnership KPIs and agreed outcomes.

Corporate Partnerships Portfolio

Manage the implementation of sponsor benefits and activations:

- Devise thorough implementation plans for designated partnerships and manage the delivery of these plans, activating and tracking sponsor contracts to ensure all elements are fulfilled, executed and reported in accordance with agreed partnership KPIs.
- Facilitate WIP activation meetings with key sponsors and ensure all action items are carried out by the relevant partners.
- Liaise with key internal and external stakeholders to ensure timely delivery of partner requirements of designated accounts, executed to the highest standards.
- Prepare strategies, concepts, reports and documentation for key sponsor activations in liaison with the relevant QB colleagues.

- Work closely with the Marketing team to ensure marketing, publicity, social media, brand presence & association for QB's corporate partners are fully leveraged and amplified.
- Work closely with the Events, Production and Artistic teams to ensure the professional delivery of all events and experiential activities related to partnerships.
- Ensure accurate partnership documentation and maintain Tessitura database records.
- Work with the Head of Corporate Partnerships and the Corporate Partnerships team to achieve the corporate partnerships target through upgrades and new business development.
- Identify new prospective partners tracked through a sales pipeline, arranging meetings, developing proposals and presentations to engage businesses.
- Negotiate contracts and develop activation plans for new partners.

General contribution to QB

- Contribute to the wider team's endeavours by actively participating in brainstorming to generate ideas and strategies to ensure the achievement of ambitious Development targets.
- Attend events as appropriate, Queensland Ballet or otherwise, to represent the company for networking and hosting purposes.
- Contribute to other Queensland Ballet initiatives as required.

SELECTION CRITERIA

1. Minimum of three years' experience in executing high-value sponsorship agreements to achieve objectives
2. Knowledge and understanding of strategic marketing and planning
3. Knowledge and understanding of brand and communications management
4. Highly developed interpersonal and communication skills; including the ability to work as part of a high performing team
5. Demonstrated project management expertise, detail-oriented, and effective time management skills

GENERAL INFORMATION

Recreation Leave

20 working days per year (pro rata)

Personal/Carer's Leave

Ten working days per year (pro rata)

Probationary Period

Six months from commencement.

Hours of Work

Office hours are nominally 9.00 am to 5.00 pm, Monday to Friday but the appointee is regularly required to be available to work at events after hours and on weekends.

Salary

Salary will be negotiated with preferred candidate. Superannuation is paid into the superannuation fund of your choice, currently at the rate of 9.5%.

BENEFITS

Queensland Ballet provides a supportive and collaborative team environment combined with the opportunity to play an integral role in a dynamic and progressive organisation that is paving the way for the future of Ballet in Queensland.

Queensland Ballet offers all employees access to weekly dance classes and various other health and well-being initiatives.

APPLICATION PROCESS

To apply for this position please forward a covering letter, current resume and statement addressing the selection criteria via mail to:

Candice Sheldon

Head of Human Resources

Queensland Ballet

PO Box 3791

South Brisbane QLD 4101

Or via email joinus@queenslandballet.com.au.

Referees will be sought from candidates following the interview process.

Applications close 5pm, Friday 8 March 2019. Applications received after this time may not be considered. Unsuccessful candidates will be notified via email on completion of the recruitment process.

For further information or for a confidential discussion please contact Human Resources on (07) 3013 6666. We respectfully advise that no agency applications will be considered at this time.

Queensland Ballet is committed to providing an inclusive and child safe environment that is free from Workplace Harassment, Sexual Harassment and Bullying. Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children, police records and reference checks (as we see fit) to ensure that we are recruiting the right people.

To reflect the diversity of the communities and people with whom we engage, we seek to hire a workforce that is both representative and diverse. With a focus on inclusion, accessibility and flexibility, we are committed to supporting you in your career with Queensland Ballet.