

# Queensland Ballet

ARTISTIC DIRECTOR LI CUNXIN AO

## POSITION DESCRIPTION

**POSITION:** Partnerships Manager

**CONTRACT:** Permanent, Full-Time

**REPORTS TO:** Head of Partnerships

**COMMENCEMENT DATE:** 4 January 2023

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## POSITION PURPOSE

Corporate Partners are key stakeholders and are integral to the delivery of our vision to enrich lives through ballet. Corporate Partnerships comprise both cash and in-kind contractual arrangements, steeped in meaningful business outcomes for both Queensland Ballet and Corporate Partners alike.

The Corporate Partnerships Manager plays a central role within the Corporate Partnerships team ensuring that our partnerships and relationships are ethical, socially responsible and values-based, strategically aligned and delivered with professionalism according to the highest standards. Crucially, Queensland Ballet places great emphasis on individual relationships within our Corporate Partner businesses, ranging from Board to third-party consultants.

Reporting to the Head of Partnerships, the Corporate Partnerships Manager will be able to identify, negotiate, secure and manage multiple small- and large-scale relationships and initiatives to assist in the delivery of ambitious cash and in-kind targets – and will also possess:

- an altruistic nature
- a passion for ballet and the arts and an associated curiosity to identify potential opportunities and new partnership assets
- a genuine interest in developing sustainable relationships with all stakeholders
- a commercial outlook including commercial environmental awareness of trends

- an understanding of marketing and communications essentials
- an ability to build and sustain successful professional working relationships with a range of stakeholders
- a sophisticated attitude to project management in the unique QB environment
- management skills to inspire and motivate others
- an understanding of the way in which dance/the arts can impact positively on and support community physical, social and creative wellness.

# The position may require some inter- and intra-state travel

## **REPORTING RELATIONSHIPS**

This position reports to the Head of Partnerships

The Partnerships team comprises:

- Corporate Partnerships Manager
- Partnerships Manager/Specialist (future).

The position will work closely with Patron Services (VIP ticketing and customer service).

## **RESPONSIBILITIES**

Deliver the implementation of Corporate Partnership activities including:

### **Strategy**

- Work with the Head of Partnerships to develop and deliver the Corporate Partnerships strategic plan including sponsorship, corporate membership, and corporate hospitality initiatives.
- Work closely with the Head of Partnerships 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 Partnerships 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 Queensland Ballet**

- 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 partnership 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

## **ABOUT QUEENSLAND BALLET**

Queensland Ballet is a vibrant, creative company which connects people and dance across Queensland. We offer a program of world-class productions of the best classical ballets and inspired contemporary dance works. The Company engages renowned choreographers and designers from 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 up to 100 performances in Brisbane and tours to regional Queensland.

When we open our doors, we welcome home all in our community. Our three homes form the foundations of our Artistic, Academy and Community pillars. We have designed each home with people at heart.

Thomas Dixon Centre – our headquarters and home to our artists and arts workers. 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. The TDC Studio Theatre is a 356-seat venue with full stage and backstage areas.

Queensland Ballet Academy – home to our arts students and teachers. We are committed to providing a pathway for young talent through the Queensland Ballet Academy. Queensland Ballet is dedicated to the pursuit of artistic excellence, dance education and innovative presentation of classical repertoire.

The Roy and Nola Thompson Production Centre – will be home to our arts makers. With bold and confident ambitions for the future, we proudly build upon the legacy of many creative and gifted artists who have been part of the Company's rich history since 1960 as we continue to create magic and enrich lives with the development of Queensland Ballet's Production Centre.

## **OUR VALUES AND 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 core values and our principles of commitment, all that we do and all that we are, will remain true to the four core pillars.

1. Brilliance: we are world class in all that we do – we inspire excellence on stage, in studio, in business and in community.

2. Creativity: we are creative in every endeavour – we nurture our artform, artists, students and arts workers by exploring possibilities and responding to opportunities with agility.

3. Passion: with Queensland in our hearts – we celebrate our diversity, our heritage and our love of the artform through heartfelt connections.

4. Wellbeing: we promote wellness across society – we pledge to make a positive impact across all dimensions of wellbeing; social, cultural, emotional, physical, environmental and intellectual.

5. Integrity: we commit to Sustainable practice – we foster a culture of ethical behaviour that is anchored in community, integrity and legacy.

## **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, with notice.

### **Salary**

Salary will be negotiated. Superannuation is paid into the superannuation fund of your choice, currently at the rate of 10.5%.

## **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 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 one page statement addressing the key criteria to Candice Sheldon, Head of Human Resources via email: [joinus@queenslandballet.com.au](mailto:joinus@queenslandballet.com.au).

Applications close 5pm, 20 December 2022. 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](tel:0730136666). We respectfully advise that no agency applications will be considered at this time.

Queensland Ballet acknowledges the traditional custodians of the land on which we work and perform. Long before we performed on this land, it played host to the dance expression of our First Peoples. We pay our respects to their Elders – past, present and emerging – and acknowledge the valuable contribution they have made and continue to make to the cultural landscape of this country. 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.

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 adhered to during the application and interviewing process. Certain roles may require that we carry out working with children, police records and reference checks to ensure that we are recruiting the right people.