



## Senior Partnership Executive

### About us

Queensland's premier arts festival, Brisbane Festival heralds the promise of play and celebration as it lights up the city each September in a blaze of pink.

We create extraordinary art, taking up residence throughout the river city, atop iconic landmarks and deep into the suburbs. We host captivating live performances and installations from home and across the world. Our Festival reflects the diverse communities that give Brisbane its unique voice. We invite audiences to Be Bold with us, to expect art unexpected with open hearts and minds; to be entertained, inspired and amazed.

Our artists, people and partners are ambitious and agile dreamers who make the impossible possible through passion, hard work and loving care.

### Position Summary

The Senior Partnership Executive supports the Head of Partnerships and Engagement in the successful delivery of stakeholder engagement.

The role will commence 1 March 2021 on a 12-month full time fixed term contract with the possibility of renewal.

### Reporting

Reports to: Head of Partnerships and Engagement

Positions reporting to role: n/a

### Communication

In respect to internal and external relations the Senior Partnership Executive shall:

- Liaise with the Brisbane Festival Leadership Team and appropriate staff members to carry out the role;
- Liaise with partners, sponsors, government departments, community and arts organisations, suppliers and other Brisbane Festival stakeholders to facilitate, administrate and service partnerships, sponsorships and other engagement activities;
- Provide the Head of Partnerships and Engagement with a weekly report of developments and activities. This may take place in writing or in the form of a meeting;

### Roles and Duties

#### Planning

- Assist in facilitating partnerships, securing and servicing sponsorships, and delivering other engagement activities to achieve engagement targets.

#### Corporate Partnerships and Sponsorship

- Develop and negotiate partnership agreements and sponsorship proposals and contracts;
- Leverage external partnerships to support the Department's objectives;

- Ensure delivery of partnership and sponsorship benefits in a timely and cost-efficient manner;
- Regularly communicate with partners and sponsors and deliver mutually beneficial working relationships;
- Facilitate the partner and sponsor reporting process;
- Foster long-term relationships between Brisbane Festival and current, new and potential partners.

## **Special Projects, Activations and Events**

- Support the delivery of corporate and special events and experiential activations in line with strategic objectives.

## **Government Grants**

- Support the Brisbane Festival leadership team in the pursuit of government grants and funding opportunities.

## **Marketing and Communications**

- Work closely with the Marketing and Communications team to create and maintain materials that assist in nurturing community, partner and sponsor relationships;
- Ensure accuracy of community, partner and sponsor acknowledgement on all Brisbane Festival marketing collateral.

## **Administration**

- Maintain expenditure within the approved Partnerships and Engagement department budget.
- Ensure timely and accurate invoicing and receipt of payment from stakeholders;
- Maintain knowledge and professional development of best practise in the Partnership and Engagement field;
- Contribute towards reporting as required;
- Other tasks as required to fulfil the role.

## **Systems**

- Utilise the organisation-wide systems in accordance with policies and procedures provided;

## **WHS**

- Take an active role in effectively implementing Brisbane Festival's WHS policy.

## **Selection Criteria**

### Essential

1. Exceptional communication skills (written and verbal).
2. Demonstrated experience managing professional stakeholder relationships (internal and external).

3. Excellent project management skills including 5+ years experience in an equivalent role.
4. Experience managing contract deliverables and reporting.

### Desirable

1. Ability to manage complex budgeting requirements.
2. Demonstrated use of a database system, or the capacity to quickly obtain these skills.
3. Experience in an event or festival environment.

## HOW TO APPLY

Please apply via our [online application form](#) only. Address your application to: Dana Brown, Head of Partnerships and Engagement. For enquiries contact: [partnerships@brisbanefestival.com.au](mailto:partnerships@brisbanefestival.com.au).

Please provide your CV including at least two referees, as well as a statement indicating how you meet the selection criteria listed. A cover letter is optional.

Short-listed applicants should be available for interview from 25 January 2021. All applications are strictly confidential.

***Brisbane Festival is an equal opportunity employer committed to diversity in the workplace. Our vision is to have a team which reflects the breadth and diversity of Brisbane's population. Aboriginal and Torres Strait Islander People, LGBTQIA+, culturally and linguistically diverse applicants and people with a disability are encouraged to apply.***

**APPLICATIONS CLOSE 5PM MONDAY 18 JANUARY 2021.**

## Privacy

The following is extracted from our Privacy Policy. If you wish to view the entire policy, please request a copy via the email address above.

### **3.3 Information for job applicants (including volunteers)**

#### **3.3.1 collection of your personal information**

If you are applying for a job with us, you may be required to provide us with certain personal information, including your:

Name; Residential address; Postal address; Telephone numbers; Email address; Employment history; Educational background.

in person, over the telephone, by fax or email, as part of, or in relation to, your job application.

In considering your information, we may also collect information about you from the referees you nominate in your application.

#### **3.3.2 Use of your personal information**

We will only use your personal information for the purposes of considering your application and, if successful, your employment.

#### **3.3.3 Disclosure of personal information**

In considering your application, it may be necessary for us to disclose some of your personal information to third parties in order to verify the accuracy of that information. We will disclose only such information as is necessary in the circumstances.