

HEAD OF PARTNERSHIPS

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 care.

Position Summary

The Head of Partnerships is responsible for the successful delivery of Brisbane Festival's corporate sponsorship program, servicing approximately 70 corporate and cultural partners. The role encompasses strategic direction, partner prospecting and procurement, design and delivery of a significant suite of partner benefits through contract fulfilment. The Head of Partnerships liaises directly with the CEO and Artistic Director and works closely with all members of the executive Leadership Team to ensure relevant partnerships are appropriately integrated and acknowledged across all areas of the business.

Reporting

Reports to: Chief Executive Officer and Artistic Director

Positions reporting to role: Senior Partnerships Executive, Partnerships Coordinator

Key internal partners: Artistic Director, Marketing and Communications Director, Head of Programming

Communication

In respect to internal and external relations the Head of Partnerships shall:

- Liaise with the Artistic Director, CEO, Leadership Team and appropriate staff members to carry out the role;
- Operate as a senior leader of the organisation as a member of the executive Leadership Team;
- Liaise with partners, sponsors, government departments, community and arts organisations, suppliers and other Brisbane Festival stakeholders to facilitate, administer and service partnerships, sponsorships, and other engagement activities;

- Regularly report to the CEO and Artistic Director on engagement activities, developments and activities. This may take place in writing or in the form of a meeting;
- Be a team player and work collaboratively with Brisbane Festival colleagues across departments to deliver key objectives for the Festival and its partners.

Roles and Duties

Strategy

- In conjunction with the Chief Executive Officer and Artistic Director, develop Brisbane Festival's Partnerships, ensuring it is deliverable within the current resources and is aligned with design and development priorities.
- Contribute to the setting of financial targets in conjunction with the Chief Executive Officer.
- Achieve Brisbane Festival's engagement targets through facilitating partnerships, securing and servicing sponsorships, acquiring Government grants and delivering other engagement activities.

Corporate Partnerships and Sponsorship

- Research, identify and strategically approach prospective partners and sponsors.
- Develop and negotiate partnership agreements and sponsorship proposals and contracts.
- Manage and 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.
- Foster long-term relationships between Brisbane Festival and current, new and potential partners.

Special Projects, Activations and Events

- Deliver corporate events, special events and experiential activations in line with strategic objectives.
- Coordinate and administer all operational requirements for events and activations, and ensure they are implemented to agreed standards.
- Coordinate and liaise between Brisbane Festival, sponsors, partners, external agencies, third party suppliers and other relevant stakeholders to ensure seamless delivery of events and activations.
- Assist in developing and improving operational processes to ensure best practice activation management, compliance and to address issues covering public realm, infrastructure, amenities, permits and safety.

Government Grants

- Work within the Leadership Team alongside the CEO and Artistic Director to identify and apply for relevant Government grants and funding opportunities.
- Prepare appropriate and timely submissions, applications, reports and acquittals.

Marketing and Communications

- Work closely with Marketing and Communications resources to create and maintain marketing and communications materials that assist in developing and maintaining community, partner and sponsor relationships.
- Ensure accuracy of community, partner and sponsor acknowledgement on all Brisbane Festival marketing collateral.

Administration

- Manage expenditure within approved budget.
- Ensure the Partnerships team work collaboratively with other departments.
- Ensure the proper acquittal of all partnerships and grants.
- Ensure timely and accurate invoicing and payment from stakeholders.
- Maintain responsibility for knowledge and professional development of best practise in the Partnerships field.
- Undertake Board 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. Demonstrated high level expertise designing, managing and growing professional stakeholder relationships, including sponsor contract fulfilment.
2. Demonstrated leadership qualities including team development and management
3. Ability to manage complex deliverables within agreed budget.
4. Exceptional professional written and verbal communication skills.
5. Relevant tertiary qualifications and 5+ years experience in an equivalent role.

Desirable

1. Experience in an events, festival, or similar cultural environment.

HOW TO APPLY

Please apply via our [online application form](#) only. Address your application to: Charlie Cush, CEO. For enquiries contact: ceo@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 week commencing 11 November 2024. 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 WEDNESDAY 6 NOVEMBER 2024