

BRISBANE FESTIVAL

Partnerships and Engagement 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 colour.

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.

Brisbane Festival acknowledges this country's First Nations people and with their leadership and guidance, we celebrate that deep cultural legacy. We create a rich multi-arts program made by and with our local Aboriginal and Torres Strait Islander communities.

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

Position Summary

This is a new role in an exciting, fast-paced team. The Partnerships and Engagement team at Brisbane Festival manages all corporate partners and this role would be responsible for direct stakeholder management and corporate hospitality planning and execution.

The role will commence on Monday 18 March 2024, Starting part time (0.6 FTE) through to 30th June, then transitioning to full time from 1st July through to 1st November. The role will then scale back to 3 days per week through to 14th March 2025 for a 1 year contract.

Reporting

Reports to: Head of Partnerships and Engagement

Positions reporting to role: N/A

Communication

In respect to internal and external relations the Partnerships and Engagement Executive will:

- Report to the Head of Partnerships and Engagement;
- Liaise with the Partnerships & Engagement team and appropriate staff members to carry out your role;
- Liaise with external stakeholders as required;

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- 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

Partnerships and Engagement Administration and Management

- Prepare partnership documents, including but not limited to proposals, contracts, scopes and reports.
- Support the Head of Partnerships and Engagement to ensure all partner benefits are successfully delivered to partners, including event invitations, ticketing, signage, advertising, logo recognition and branding, ensuring processes are timely, accurate and within budget.
- Any other duties as reasonably requested by the Head of Partnerships and Engagement.

Stakeholder Management

- Lead the day-to-day management of Partner Accounts as assigned by Head of Partnerships and Engagement. This will include leading meetings, proposing partnership investments and benefits, keeping Partners up to date on developments, entertaining Partners during the Festival and reporting on successes.
- Develop and maintain highly effective relationships with partners, sponsors, internal and external stakeholders and other Brisbane Festival teams.
- Represent Brisbane Festival at partner and other special events including program launches, opening nights and donor events.
- Assist in the planning, set-up, delivery and bum-out of events as required by Head of Partnerships and Engagement.

Sustainability

- Take an active role in effectively implementing Brisbane Festival's Sustainable Supplier policy through clear communication to all Brisbane Festival stakeholders and suppliers.

Systems

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

WHS

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

Selection Criteria

Essential

1. Demonstrated experience in stakeholder management across multiple levels of internal and external relationships.
2. Event management experience and demonstrated success in planning and executing events as part of a team.
3. Strong attention to detail and administration/coordination management of multiple competing priorities.
4. Positive attitude and approach to work environment.

Desirable

1. Experience using dynamic project management platforms like Airtable, Trello.
2. Design experience (Adobe InDesign would be amazing but not essential)
3. Understanding of technical production elements (audio, lighting, staging, event design) and how they work together to deliver a successful event.

HOW TO APPLY

Please apply via our [online application form](#) only. Address your application to: Rachael Rigg, Head of Partnerships and Engagement -. For enquiries contact: rachael@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 Monday 26 February 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 Sunday 25 February 2024 .

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

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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.