
Biennale of Sydney

Partnerships Manager Information Package

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Partnerships Manager

Working with the Head of Development, the Partnerships Manager will be responsible for developing and managing relations with the Biennale's corporate partners. The Partnerships Manager will help develop the corporate partnerships strategy, identifying and facilitating opportunities in consultation with relevant Biennale stakeholders, such as the Board of Directors, Director and CEO and Artistic Director, working with partners to achieve income targets and deliver partner benefits.

The position requires excellent negotiation, communication and organisational skills, and demonstrated experience in managing and prioritising multiple projects. Working in a busy event-based environment, the position also requires a flexible approach to duties and tasks, a positive and results-oriented attitude, plus the capacity to work collaboratively within tight deadlines.

The Biennale of Sydney

The Biennale of Sydney is the pre-eminent and longest-running biennial in the Asia Pacific region. Since its inception in 1973, it has provided a platform for art and ideas, showcasing the work of over 1,800 artists from more than 100 countries. Today it is considered one of the leading international art events, recognised for commissioning and presenting innovative, thought-provoking art from Australia and around the world.

The 21st Biennale of Sydney (2018) attracted visitation of more than 850,000, the highest level in its 45-year history.

Mission

The Biennale's Constitution formally outlines the company's mission is:

- a) to invigorate Australian visual culture, to create links between Australian artists and the art world, and to present innovative art exhibitions and programs which enrich our lives, challenge our thinking and stimulate our creativity;
- b) to encourage a spirit of experimentation and investigation and aim to generate enthusiasm for the creative expression of fresh ideas and interest in the imaginative use of new techniques and media; and
- c) to offer unique opportunities for the public to engage directly with a wide range of new art from all parts of the world.

Vision and Objectives

In the 2018–2022 period, the Biennale of Sydney will strengthen its local, regional, national and international profile as a leading contemporary art event by delivering three major exhibitions with national and international artists, extensive public and learning programs, publications and innovative digital platforms, all underpinned by fresh curatorial perspectives and rigour. The Biennale will continue to support artists to develop and present innovative, high quality and experimental work, and foster international cultural exchange. It will contribute to Sydney's reputation as a creative and cultural hub and act as a catalyst for ideas through year-round engagement with audiences throughout Australia, increasing opportunities for participation in programs via new technologies and expanding the vision of what contemporary art exhibitions can be. The Biennale will remain committed to financial strength with diverse income streams, robust governance, and the highest standards of organisational integrity.

Selection Criteria

Based on an application addressing the Essential Criteria, Curriculum Vitae and, for selected candidates, a personal interview and referee reports, the successful applicant will meet the following criteria.

Essential Criteria

- Demonstrated success in researching and developing new partnership opportunities and establishing and managing diverse stakeholder relationships to achieve desirable revenue outcomes.
- Experience in approaching, negotiating and servicing corporate partnerships.
- Demonstrated ability in building and maintaining strong relationships with external partners in diverse industries. Demonstrated project management expertise, including effective time management skills and a commitment to accuracy, neatness and attention to detail.
- Highly developed interpersonal and negotiation skills, with the ability to build and maintain strong relationships and work collaboratively with internal and external stakeholders.
- Outstanding communication skills (written and verbal) with a strong customer service focus and ability to work as part of a team.
- Strong organisational skills with a proven ability to manage time efficiently and balance competing demands.
- Experience working with budgets, especially monitoring expenditure against budget and maximising outcomes with limited funds.
- The capacity to work to very tight deadlines and an ability to handle stress in a tightly resourced environment.

Desirable Criteria

- Experience in business development, preferably in the not-for-profit and/or arts sector.
- Knowledge of contemporary art – in Australia and internationally.
- Relevant tertiary qualifications.

Applying for the Role

Applications marked 'Confidential' and addressing the selection criteria must be received by **5pm** on **Monday 15 October 2018**. Applications that do not address the selection criteria will not be considered.

Your application must include:

- a cover letter;
- responses to each selection criteria;
- a current CV; and
- the names and daytime contacts of at least two (2) professional referees.

Forward to:

Jo-Anne Birnie Danzker, Director and CEO
c/o Isabelle Morgan, Assistant to the Director and CEO (isabelle@biennaleofsydney.com.au)

or via post, marked 'Confidential' to:

Jo-Anne Birnie-Danzker, Director and CEO
c/o Isabelle Morgan, Assistant to the Director and CEO
Biennale of Sydney
Level 4, The Arts Exchange
10 Hickson Road
The Rocks NSW 2000

Position Description

Position Title:	Partnerships Manager
Reporting to:	Head of Development
Salary:	\$82,000-\$85,000 (including 9.5% superannuation)
Contract Term:	This is a full-time position with an immediate start, working on a minimum two year contract with the potential for renewal

Duties and Responsibilities

Planning and Strategy

- Working with the Development team, set priorities and devise partnership strategies for the Biennale
- Execute a plan to secure cash and in-kind support to grow income and reduce organisational expenditure
- Identify strategies and benefits that provide meaningful engagement with the Biennale's diverse offerings
- Develop innovative and effective methods of identifying, approaching and pitching to target companies

Partnerships

- With support from various internal stakeholders, such as the Head of Development, Biennale of Sydney Board of Directors, Director and CEO and Artistic Director, develop partnerships with new and existing partners that provide financial and in-kind contributions to the Biennale
- Ensure partner relations are professionally managed, maintaining a high level of servicing and delivering on agreed outcomes
- Prepare and negotiate agreements with existing and new partners
- Sustain activities of networking, prospecting and following up referrals and leads
- Implement, activate and track contracts to ensure all elements are fulfilled, executed and reported in accordance with internal procedures and guidelines
- Create proposals tailored to meet the needs of target companies
- Liaise with key internal and external stakeholders in delivering partner requirements
- Liaise with communications, marketing and public relations teams to secure partner-related media coverage as appropriate
- Ensure key partner activations are documented

Research and Evaluation

- Analyse existing environmental, competitive and industry research that identifies new business development opportunities for the Biennale
- Evaluate the current partnership program regularly to ensure best practice, effectiveness and relevance
- Develop and implement packages that are attractive to potential partners

Budget	<ul style="list-style-type: none"> • Budget revenue and expenditure forecasts accurately, ensuring the organisation's ability to achieve revenue targets while servicing partners effectively • Provide Head of Development with regular and accurate budget reports • Track in-kind contributions in accordance with the Biennale's In-kind Policy
Events	<ul style="list-style-type: none"> • Develop and implement a range of events for partners, including private hospitality functions and tours • Professionally deliver all events related to new business activities, partnership benefits and relationship-building endeavours • Manage invitations and RSVPs for partners to Biennale functions, such as Opening Week activities • Represent the Biennale at events, as appropriate
Administration	<ul style="list-style-type: none"> • Ensure the Biennale Style Guide is adhered to across all materials and communications • Regularly report on prospect pipeline and partnership activities as required • Maintain contacts in the Biennale's relationship database (Salesforce)
Exhibition support	<ul style="list-style-type: none"> • Assist with onsite roles during each exhibition period, as required by the staff roster
Staff and Contractors	<ul style="list-style-type: none"> • Assist other members of the Development team with ad hoc duties as required • Assist the Head of Development with the appointment and management of contract staff
Work, Health and Safety (WH&S)	<ul style="list-style-type: none"> • All staff are required to take reasonable care of their own health and safety and that of other personnel (including volunteers and interns) who may be affected by their conduct
Key Performance Indicators	<ul style="list-style-type: none"> • Achieve revenue targets for cash and in-kind contributions • Ensure high levels of partner engagement and year to year retention levels • Collaborate with Development team members to achieve ambitious development targets and organisational goals

Employment Terms

Work Hours

The position is required to work full-time at five working days a week, generally 9.00 am to 5.30 pm. However, these hours may vary due to volume of work, particularly during the build-up to a Biennale where there is an expectation at varying times to work after hours, holidays and weekends. A Time Off in Lieu (TOIL) policy has been approved, outlining how TOIL for weekend and holiday work will be considered for approval by the Director and CEO.

Remuneration

- a) *Total remuneration package*
Salary (including employer's superannuation contribution) to be within the indicated range for the total remuneration package and set in discussion with the selected candidate.
- b) *Superannuation*
As part of the total remuneration package, the Company will contribute to a complying Superannuation Fund of your choice such a percentage of your earnings as indicated in the Superannuation Guarantee Act, currently 9.5%.

Leave

- a) *Annual Holiday Leave*
Paid Annual Holiday Leave of four (4) weeks per annum in accordance with the Annual Holidays Act (NSW) will be granted at a mutually convenient time.
- b) *Long Service Leave*
Long service leave in accordance with the Long Service Leave Act (1955) and other applicable legislation.
- c) *Personal/Carer's Leave*
Paid personal/carers leave of ten (10) days per year of continuous service for reasons of personal illness or injury, or to provide care and support to a member of your immediate family or household, who requires care or support because of a personal illness or injury of the member, or where there is an unexpected emergency affecting the member. The Company will not pay out the value of any accrued but untaken personal/carers leave on the cessation of employment or during the term of employment with the Company.
- d) *Compassionate Leave*
Paid compassionate leave of two (2) days per occasion.
- e) *Other Leave*
In some circumstances the employee may be granted additional leave for approved study courses or other special purposes. The granting and period of such leave will be at the total discretion of the Company.

Probationary Period

A three-month probationary period applies to all positions and allows for seven (7) days' notice of termination by either party. The Company reserves the right to terminate this Agreement during this period if the person is unsuitable for the described duties or the Company environment.