## BIENNALE OF SYDNEY

The Biennale of Sydney gathers on the ancestral land of the Gadigal people of the Eora Nation. We acknowledge all Traditional Owners of Country and recognise their continuing connection to land, waters and culture. We pay our respect to Elders, past, present and emerging.

The Biennale of Sydney is a leading international contemporary art event. It plays an indispensable role in Australia's engagement with the world, and a meaningful role in the life of the nation. The Biennale presents the most dynamic contemporary art from around the globe in venues across Sydney (and beyond) with exhibitions that ignite and surprise people, spark dialogue, cultivate connections and inspire action through meaningful, shared arts experiences. The Biennale of Sydney amplifies the voices of artists and tell the stories of our global communities, as they drive momentum for lasting cultural change.

Established in 1973, it is one of the oldest biennials in the world and the largest event of its kind in Australia. The Biennale of Sydney has commissioned and presented exceptional works of art by more than 1,900 national and international artists from more than 100 countries.

The Biennale of Sydney is committed to free access for all. More information on the Biennale can be found here

## WORKING FOR THE BIENNALE OF SYDNEY

The Biennale of Sydney fosters a collaborative and respectful workplace culture, with a team as diverse as the exhibitions we present and the audiences who experience them. We actively encourage Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, LGBTQIA+ people, people with disability and those who have diverse experiences of our world to join the Biennale of Sydney team.

We are committed to making reasonable adjustments to provide a positive, barrier-free recruitment process and supportive workplace. If you are applying for a position and have support or access requirements, let us know in your application or by contacting the nominated person in the advertisement.

We also support a flexible working environment at the Biennale of Sydney and are happy to discuss how this role could be done flexibly. There is no 'one size fits all' approach to flexible working, including time commitments. We can work with you to rethink where, when and how your work can be done.

The Biennale of Sydney believes that art should be accessible to all. Thanks to our generous supporters, our exhibitions are presented with free admission for all to enjoy. For our employees, we provide professional development opportunities to enrich and develop your love of the arts while valuing the specific skills and experiences you bring to the Biennale of Sydney. As a not-for-profit organisation, we also offer salary packaging options.

# ROLE STATEMENT

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| **Position Title:** | Partnership Manager |
| **Department:** | Development |
| **Reporting to:** | Head of Development |
| **Direct Reports:** | N/A |
| **Contract term:** | Full time fixed term contract position until 31 December 2024 (with the possibility of extension) |

## POSITION DESCRIPTION

The successful candidate will be part of a highly motivated, specialist team delivering one of the world's leading contemporary visual arts events.

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 lead the corporate partnerships strategy, identifying and facilitating opportunities in consultation with relevant Biennale stakeholders, such as the Board of Directors, CEO and Artistic Director, working with partners to achieve income targets and deliver partner benefits.

The position reports to the Head of Development and is responsible to the CEO. See over for Duties and Responsibilities.

## APPLYING FOR THE ROLE

Applications marked 'Confidential' and addressing the selection criteria must be received by 5pm on **Friday, October 14th 2022**.

Your application must include:

- a cover letter outlining how you meet the selection criteria;
- a current CV; and
- the names and daytime contacts of at least two (2) professional referees.

Email to: employment@biennaleofsydney.com.au
Subject line: Application | Partnerships Manager

Or via post, marked 'Confidential' to:
**Guillermo Lozano**
Biennale of Sydney
Level 4 The Arts Exchange
10 Hickson Road

The Rocks NSW 2000

***Applications that do not address the selection criteria will not be considered.***

## SELECTION CRITERIA

Based on an application addressing the Essential Criteria, Curriculum Vitae and, for selected candidates, an interview and references, the Biennale of Sydney needs to be satisfied that the applicant meets the following criteria:

| Essential Criteria | <ul><li>At least 5-7 years of experience in income generation, business development or high-performing sponsorship and a personal track record of success in developing and maintaining a solid network of contacts.</li><li>Senior Management experience, including successfully negotiating and delivering commercial partnerships and achieving and exceeding targets.</li><li>Demonstrated success in researching and developing new partnership opportunities and establishing and managing diverse stakeholder relationships to achieve desired revenue outcomes.</li><li>Experience in strategic prospecting and cold calling capability at an executive level</li><li>Outstanding presentation and communication skills with the experience and credibility to be a respected spokesperson and relationship builder</li><li>Effective communication and interpersonal skills (written and face-to-face), with the ability to liaise confidently.</li><li>Excellent time and planning skills, with the ability to deliver a variety of partner events to a high standard and work calmly under pressure to meet multiple tight deadlines.</li><li>Experience in financial tracking with strong attention to detail as required to monitor income against targets, as well as the ability to deal with confidential and sensitive information with absolute</li></ul> |
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| | <ul><li>discretion.</li><li>Excellent computer literacy – including knowledge of Microsoft applications, Word, Excel, Outlook, and Customer Relationship Management databases.</li></ul> |
| **Desirable Criteria** | <ul><li>A keen interest in, and commitment to, the work of Biennale of Sydney and knowledge and understanding of the arts markets and the key players and collectors within this sector both in Australia and internationally.</li><li>Experience developing relationships with IT, Fintech or Financial sectors.</li><li>Experience in strategic development and devising and implementing plans for income generation campaigns.</li><li>Entrepreneurial, proactive and self-motivated, with a flexible approach and ability to work unsupervised on daily tasks and to use initiative to achieve results in a fast-paced environment.</li><li>A creative, innovative and imaginative approach to attracting new business with the ability to think outside the traditional function.</li><li>Experience in using Tessitura CRM system or similar.</li></ul> |

## DUTIES AND RESPONSIBILITIES

| Planning and Strategy | • Working with the Development team, set priorities and devise philanthropic strategies for the Biennale.<br>• Execute a plan to secure cash and in-kind support to grow income and reduce organisational expenditure.<br>• Develop innovative and effective methods of identifying, approaching, and pitching to target companies.<br>• Identify strategies and benefits that provide meaningful engagement with the Biennale's diverse offerings.<br>• Assist with developing and organising Partner programs, including designing and dispatching invitations, taking RSVPs and arranging catering, thanking Partners for their past support and encouraging future support.<br>• Coordinate and manage Tessitura records, complying with Biennale of Sydney processes and policies. |
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| Partnerships | • With support from various internal stakeholders, such as the Head of Development, Biennale of Sydney Board of Directors, CEO and Artistic Director, develop partnerships with new and existing partners that provide financial and in-kind contributions to the Biennale.<br>• Ensure partner relations are professionally managed, maintaining a high level of servicing and delivering on agreed outcomes.<br>• Prepare and negotiate agreements with existing and new partners<br>• Sustain activities of networking, prospecting and following up referrals and leads.<br>• Implement, activate and track contracts to ensure all elements are fulfilled, executed and reported in accordance with internal procedures and guidelines.<br>• Create proposals tailored to meet the needs of target companies<br>• Liaise with key internal and external stakeholders in delivering partner requirements.<br>• Prepare tailored proposals for new and existing supporters with the support of the Exhibition, Communications and Development teams.<br>• Liaise with Communications and Public Relations teams to secure partner-related media coverage as appropriate. |
| Events | • Develop and professionally deliver a range of Partner events, including fundraising events, exhibition openings, exhibition tours, and private viewings for VIP guests.<br>• Develop and implement packages that are attractive to potential partners<br>• Represent the Biennale at events as appropriate.<br>• Ensure key partner activations are documented |
| Research and Evaluation | • Increase the organisation's skills and knowledge in private sector fundraising.<br>• Analyse existing environmental, competitive and industry research that identifies new business development opportunities for the Biennale.<br>• Evaluate the current partner programs regularly, ensuring best practice, effectiveness, relevance and opportunities to increase revenue generation.<br>• Review and evaluate internal data relating to Partnership development.<br>• Prepare reports, including performance against budgets and board reports. |
| Budget | • In close collaboration with the Head of Development, monitor Partnership revenue and expenditures to achieve KPIs on time and within budget.<br>• Prepare invoices and accounts for payment. |

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| | • Provide Head of Development with regular and accurate budget reports.<br>• Track in-kind contributions in accordance with the Biennale's In-kind Policy |
| **Administration** | • Prepare written communications and respond appropriately to enquiries about the Partnership program.<br>• Ensure the Biennale Style Guide is adhered to across all materials and communications.<br>• Maintain Partner contacts in the Biennale's CRM (Tessitura).<br>• Assist with office administration tasks, including preparing internal and external reports, filing and other duties as required.<br>• Assist with onsite roles during each exhibition period, as the staff roster requires. |
| **Work, Health and Safety (WHS)** | • All staff are required to take reasonable care of their health and safety and other personnel (including volunteers and interns) who may be affected by their conduct.<br>• Participate in WH&S Committee meetings, as required. |
| **Key Performance Indicators** | • Achieve fundraising targets.<br>• Ensure a high-level Partner engagement and year-to-year retention levels.<br>• Successfully delivered all partner events for the 24th Biennale of Sydney, on time and within budget.<br>• Collaborate with Development team members to achieve ambitious development targets and organisational goals.<br>• Demonstrates positive working relationships with all departments of the Biennale of Sydney. |