

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Corporate Partnerships Manager
<b>REPORTS TO</b>	Director of Philanthropy & Partnerships
<b>TERMS</b>	Permanent, part-time, 4 days per week

### ABOUT THE ACO

The Australian Chamber Orchestra (ACO) is one of Australia's most dynamic and highly regarded performing arts organisations. Renowned worldwide for its inspired programming and unrivalled performances, the ACO collaborates with leading artists and innovators across music, film, and visual arts. Our purpose-built home at Pier 2/3 in Sydney's Walsh Bay Arts Precinct – ACO On The Pier – is a hub for performance, community, partner and patron engagement and creativity.

### ABOUT THE POSITION

The Corporate Partnerships Manager works with the Director of Philanthropy & Partnerships to execute the ACO's corporate partnerships strategy. This includes managing a range of the ACO's existing corporate accounts, ensuring the marketing and entertaining benefits are fully leveraged, and assisting the Director of Philanthropy & Partnerships with the acquisition of new corporate partners.

### KEY RELATIONSHIPS

This position reports to the Director of Philanthropy & Partnerships and works very closely with the other members of the Philanthropy & Partnerships team. The role regularly interacts with the Commercial Partnerships Consultant, Director of Market Development, the Director of Artistic Operations, the Chief Financial Officer, Head of Venue Sales, Pier 2/3 and ACO musicians from time to time. Externally, the role works closely with account managers of the ACO's existing corporate partners and relevant staff from these companies to roll out partnership benefits.

### DUTIES AND RESPONSIBILITIES

#### Account Management

Managing a portfolio of the ACO's existing key corporate partnerships nationally:

- Day-to-day account management of corporate partnerships;
- Providing outstanding stewardship to ensure all partnership benefits are fully leveraged, including marketing, publicity, ticketing and events;
- Identifying innovative ways to leverage partnerships; and
- Building and maintaining excellent relationships with corporate partners.

#### Business Development

- Working with the Commercial Partnerships Consultant and Head of Venue Sales, ACO On The Pier, to help generate new income streams;
- Identifying and researching prospective new corporate partners and income streams in line with the Partnerships strategy;
- Assisting with new business pitch preparation as required;

#### Team responsibilities

- Attending and hosting concerts and events (some interstate) as required, including VIP

interval drinks, pre/post-concert receptions, corporate partner functions, private rehearsals and ACO fundraising galas;

- Ensuring accurate partnership documentation and records are maintained, using the ACO's CRM system, Tessitura; and
- Assisting with the management and reporting of development budgets and targets.

## ABOUT YOU

- Ideally at least 3-5 years' experience in the delivery of corporate partnership programs or equivalent experience in a client management / sales / business development role;
- Highly organised with great attention to detail;
- The ability to manage competing priorities in a dynamic work environment;
- Excellent written and oral communications skills with the ability to liaise effectively with internal and external stakeholders at a variety of levels; and
- A high degree of proficiency in the Microsoft Office suite
- Database management (preferably Tessitura)

## Attitudes

- A personable manner and flexible approach;
- The ability to work well independently as well as in a team;
- Enthusiastic, self-motivated, and self-disciplined; and
- An understanding of the Performing Arts industry and an appreciation of classical music highly regarded.

## TERMS

This position is permanent part-time (4 days per week). The role is based in Sydney and involves some evening and weekend work. The ACO supports opportunities for employees to achieve a balance in their work and home lives.

## WHY JOIN US?

At the ACO, you'll be part of a team that values creativity, excellence, and collaboration. You'll work in a stunning waterfront location, contribute to world-class music experiences, and help shape the future of one of Australia's leading cultural organisations.

## DIVERSITY & INCLUSION

The ACO is committed to equity and inclusion and welcomes applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with a disability, mature age workers, and lesbian, gay, bisexual, transgender, queer, and intersex (LGBTQI+) people.