

## POSITION DESCRIPTION

### JOB TITLE

Corporate Partnerships Manager – Part Time

### REPORTS TO

Director of Philanthropy & Partnerships

### PURPOSE OF 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.

### REPORTING/WORKING RELATIONSHIPS

This position reports to the Director of Corporate 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 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

Duties and responsibilities include:

#### Account Management

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

- Day to day account management of partnerships
- Provide outstanding stewardship to ensure all partnership benefits are fully leveraged, including marketing, publicity, ticketing and events
- Identify innovative ways to leverage partnerships
- Build and maintain excellent relationships with corporate partners.

#### Business Development

Work with the Commercial Partnerships Consultant to help generate new income streams:

- Identify and research prospective new corporate partners and income streams in line with the Partnerships strategy
- Assist with new business pitch preparation as required

#### Team responsibilities

- Attend and host concerts and events (some interstate) as required, including VIP interval drinks, pre/post-concert receptions, corporate partner functions, private rehearsals and ACO fundraising galas
- Ensure accurate partnership documentation and records are maintained, using the ACO's CRM system, Tessitura
- Assist with the management and reporting of development budgets and targets.

**SKILLS AND KNOWLEDGE**

- Demonstrated experience and success in managing a portfolio of corporate partnerships and key stakeholders
- A proven 'doer' with a strong focus on execution within small, agile teams
- Excellent written and oral communications skills with the ability to liaise effectively with internal and external stakeholders at a variety of levels with empathy and emotional intelligence;
- Interest in and knowledge of the Australian cultural landscape;
- Excellent attention to detail;
- The ability to manage competing priorities in a busy work environment;
- Knowledge of Microsoft Office and other programs as required.

**ATTITUDE**

- A confident, curious and outgoing manner and a flexible approach; and
- The ability to work well independently as well as collaboratively in a team.

**TERMS**

This position is a two-year part-time time contract position (three days per week equivalent) from July 2021 – July 2023, based at the ACO's office in Sydney with the working hours nominated as 9.00am – 5.30pm, Monday to Friday.

This role requires some out of hours work and interstate travel in accordance with the ACO's tours and interstate corporate events.