

BELVOIR



Partnerships Manager

FEBRUARY 2018



Eryn Jean Norvill, Fayssal Bazzi, Mitchell Butel, Greg Stone, Zahra Newman and Robert Menzies. Photo: Lisa Tomasetti

18 Belvoir St
Surry Hills NSW 2010

admin +61 (0)2 9698 3344
fax +61 (0)2 9319 3165
box office +61 (0)2 9699 3444

mail@belvoir.com.au
belvoir.com.au

COMPANY B LIMITED
ACN 002 866 828
ABN 97 002 866 828

Overview

Job Profile:	<p>The Partnerships Manager is a core member of the Development team at Belvoir and responsible for growing, securing and maintaining corporate support for the Company through sponsorship, and innovative partner and corporate entertainment programs. The Manager will ensure the highest quality service to existing partners, as well as efficient administration of the program including all associated events.</p> <p>This senior position works closely with the Executive Director, the Development Committee of the Board of Directors, the Philanthropy Manager, the Marketing and Audience Development Manager, the Development Coordinator and other key staff to plan, implement and provide high-level analysis and servicing of Belvoir's partnerships.</p> <p>This is an exciting position working for one of Australia's most acclaimed and innovative theatre companies, and applicants seeking part-time work will be considered. Flexible working days and hours on offer.</p>
Hours:	Full-time (40 hours per week) Part-time hours also available
Salary:	Commensurate with experience
Package:	10% employer contribution to superannuation 20 days annual leave per annum accrued pro rata, with 17.5% leave loading payable in addition after twelve months 10 days sick leave per annum pro rata
Contract:	Three months trial period, then ongoing
Reporting to:	Executive Director
Applications must:	Address the selection criteria in a cover letter (no more than two pages) Include a resume Include the names and daytime contacts of two referees
Forward to:	Jess Vincent, Office Manager 18 Belvoir St, Surry Hills, NSW 2010 Or reception@belvoir.com.au by Friday 23 February at 9am
	For initial enquiries about this position, please contact Belvoir's Philanthropy Manager, Joanna Maunder joanna@belvoir.com.au 02 8396 6209

Position Description

Securing Partnerships

- Devise, plan and implement income generating initiatives to meet sponsorship and corporate entertainment and corporate training workshop targets.
- Gain corporate partnerships for all of Belvoir's activities, facilities and events.
- Generate contact with and write proposals for corporate support.
- Achieve cost savings for the Company through sponsored goods and services where appropriate.
- Develop the Belvoir program of corporate entertainment.
- Establish relationships with corporate supporters, including their staff, in order to improve their knowledge of Belvoir and encourage corporate giving.
- Evaluate partnerships from the perspective of both Belvoir and the partner.
- With the Philanthropy Manager and/or the Marketing and Audience Development Manager, as well as other Department heads, regularly review all arrangements with third parties such as caterers, media brokers, production and information suppliers to ensure that such arrangements accrue maximum benefits to the Company.

Maintaining and Growing Partnerships

- Oversee all sponsors' hospitality requirements and benefits as contained in sponsorship agreements.
- Develop initiatives that will assist sponsors to maximise their marketing leverage from the partnership with the Company. Ensure that marketing plans incorporate sponsors' needs.
- Develop innovative strategies that aim to surpass sponsors' needs.
- Coordinate Belvoir's corporate entertainment requirements for each business.
- Plan and manage Opening Night and Supporter Night functions to ensure that sponsors' needs are met.
- Ensure that all marketing contractual obligations with regard to sponsors, government, artists, co-producers and third-party presenters are met.

Management and administration

- Provide comprehensive reports to management and the Board including the evaluation of program performance, report on findings and recommendations.
- Devise income targets in conjunction with the Executive Director and Development Committee.
- Manage expenditure in the Partnerships program in line with approved budgets.
- Prepare costings for all areas of the program.
- Ensure Belvoir follows best practice by keeping up to date with Australian and international trends/research in development and philanthropy.
- Using the Customer Relationship Management program, Tessitura, accurately record information about, and communication with, all prospects and partners – including research material, proposals, stewardship plans and meeting reports.

Staff and External Relationships

- Responsible for the delegation of administrative support tasks to the Development Coordinator.
- Responsible for providing advice and guidance to Belvoir's Board in relation to areas of their responsibility that relate to corporate partnership activities.
- Responsible for the line management of any volunteers and contractors for events including caterers, hire companies and artists

Selection Criteria

- More than five years' experience with demonstrable results in fundraising, direct/online marketing, corporate partnerships, donor management or related discipline
- Demonstrated ability to build quality relationships with the corporate sector and to service sponsorship arrangements to maximize benefits to sponsors.
- Strong interpersonal skills which encourage and sustain relationships and communication with colleagues, partners, board members and volunteers.
- Experience designing and implementing innovative partner acquisition strategies.
- Project and event management skills as well as associated budget management.
- Excellent written communication skills including marketing collateral, grant applications and partner communications.
- Superior organisational skills with ability to plan and prioritise workload.
- Computer competence, experience with database management (knowledge of Tessitura strongly preferred), data reporting and analysis.
- Be a self-starter, able to work without supervision, whilst still being a team player
- Appreciation of theatre, sensitivity to actors, artists and the creative process, and commitment to the mission of Belvoir and its work.

Employee Entitlements and Employment Conditions

Hours of Work

Weekly hours of work are 40 per week, generally from 9.30am to 6pm. From time to time the spread of hours may vary to suit the nature of the work undertaken. The Partnerships Manager is a salaried position and as such no overtime is payable.

Superannuation

Superannuation is paid to all full-time and permanent part time employees, presently 10% of gross weekly wage.

Annual Leave

Full-time and Part-time employees are entitled to 20 days annual leave per year, pro rata. Leave loading of 17.5% is paid on annual leave taken after twelve months service in accordance with appropriate legislation.

Sick/Personal Leave

Full-time and Part-time employees are entitled to up to 10 days sick/personal leave per year pro rata. Sick leave is not paid out on termination.

Company Information

When the Nimrod Theatre building in Belvoir Street, Surry Hills, was threatened with redevelopment in 1984, more than 600 people – ardent theatre lovers together with arts, entertainment and media professionals – formed a syndicate to buy the building and save this unique performance space in inner city Sydney.

More than thirty years later, under Artistic Director Eamon Flack and Executive Director Sue Donnelly, Belvoir engages Australia's most prominent and promising playwrights, directors, actors and designers to realise an annual season of work that is dynamic, challenging and visionary. As well as performing at home, Belvoir regularly takes to the road, touring both nationally and internationally.

Both the Upstairs and Downstairs stages at Belvoir St Theatre have nurtured the talents of many renowned Australian artists: actors including Cate Blanchett, Jacqui McKenzie, Toby Schmitz, Robyn Nevin, Deb Mailman and Richard Roxburgh; writers such as Tommy Murphy, Rita Kalnejais, Lally Katz and Kate Mulvany; directors including Simon Stone, Anne-Louise Sarkis, Benedict Andrews, Wesley Enoch, Rachael Maza and former Belvoir Artistic Director Neil Armfield.

Belvoir's position as one of Australia's most innovative and acclaimed theatre companies has been determined by such landmark productions as *The Drover's Wife*, *The Glass Menagerie*, *Angels in America*, *The Wild Duck*, *The Diary of a Madman*, *The Blind Giant is Dancing*, *Cloudstreet*, *The Book of Everything*, *Keating!*, *Parramatta Girls*, *The Alchemist*, *Hamlet*, *Waiting for Godot*, *The Sapphires*, *Who's Afraid of Virginia Woolf?*, *Stuff Happens*, *Medea*, *The Rover*, *Faith Healer* and many, many more.

Belvoir receives government support for its activities from the Federal Government through the Australia Council and the state government through Create NSW.



Miranda Tapsell. Photo: Brett Boardman