

ARTRAGE Partnership Manager

Job Description

About ARTRAGE

ARTRAGE Inc is a non-for-profit registered charity and Western Australian arts and cultural organisation.

As one of the oldest arts organisations in the State (est. 1983) ARTRAGE has developed and presented numerous key cultural events and festivals that enrich and evolve the culture of Western Australia.

In WA's arts and cultural landscape ARTRAGE currently ranks 1st for operating revenue and 2nd for total patron engagement (behind the State Library). Based on an 19/20 Annual Report analysis conducted by Business News.

ARTRAGE aims to provide enduring benefits for artists, audiences and a diverse family of stakeholders through its operations including FRINGE WORLD Festival, Rooftop Movies, Girls School as well as future events and programs.

Find out more about the positive impact of FRINGE WORLD Festival and the work of ARTRAGE [here](#).

About the Role

The ARTRAGE Partnership team will soon be expanding and the organisation needs an effective communicator and experienced partnership specialist to manage the sponsorship portfolio and contribute towards achieving organisational targets.

The Partnership Manager oversees the servicing of a broad range of sponsors, including government, commercial, media and supply partners for ARTRAGE events including FRINGE WORLD Festival, Rooftop Movies and Girls School Cinema.

The role collaborates with the CEO, Marketing Director and Board Sub-committee to achieve sponsorship targets.

Application Process

Applications are welcome from Australian or international residents who are currently in Western Australia and have a valid visa for the entirety of the contract. Due to COVID-19 restrictions, we are unable to accept applications from those without a means to enter the state.

Your application must include:

- A cover letter (maximum of two pages) that addresses the Experience and Skills required for the role;
- Confirm that you have read and can accept the contract start date; and
- A current resume with contact details of two professional referees.

Application closing date: 5pm WST 21 June 2021

Applications received after the closing date will not be accepted. Applications can only be sent via email as MS Word or Adobe PDF files with a total size of no more than 2MB. Do not attach ZIP or password protected files.

Email your application to jobs@artrage.com.au with "Partnership Manager in the Subject heading before the application closing date. Any questions or queries regarding the application process or position can be directed to the ARTRAGE Marketing Director, Jo Hos at jobs@artrage.com.au. By submitting an application for this position, you acknowledge and accept our Privacy Policy, which is available to view on our website.

Selection Process

Shortlisted applicants will be asked to take part in an interview in Perth between 22-25 June. Interviews will be conducted in person. Telephone/Skype interviews will only be scheduled if the applicant is not currently in Perth.

Contract Details

Salary: Salary information available on request

Contract Start: Preferred start date is 19 July 2021

Working Hours: The role is full-time (38 hours per week) but flexible working hours can be discussed.

Due to the nature of this role, the successful applicant may be required to work reasonable additional hours during peak operational periods.

Working Location: The role is based at the ARTRAGE office in Northbridge and other Festival locations in and around Perth as required.

Partnership Manager

Position Title	Partnership Manager
Reports to	Marketing Director
Direct Reports	Philanthropy Coordinator (New role) and Partnership Coordinator (seasonal role)
Works alongside	Marketing Manager, Marketing Coordinators, Graphic Designer, Cinemas Producer, Operations Manager, Hub Producers and other Festival staff and contractors as required

Key Accountabilities

Partnership Portfolio

- Manage a portfolio of partners and oversee all aspects of the partner lifecycle i.e., proposal, contracting, servicing and reporting.
- Collaborate with the CEO, Marketing Director and the Board Sponsorship Sub-Committee to develop a long-term partnership strategy and achieve sponsorship targets.
- Identify, research and implement original and effective promotional, marketing and brand activation opportunities.
- Contribute to developing and managing ARTRAGE philanthropic programs.
- Supervise the delivery of corporate hospitality for partner functions.
- Manage guest lists and assist in the delivery of events such as awards ceremonies and opening parties.
- Deliver outstanding service to partners by maintaining diligent communication and a thorough understanding of ARTRAGE programs.
- Attend corporate functions and ARTRAGE events as necessary to represent the organisation and maintain strong and close links with partnership clients.
- Oversee high quality administration and project documentation including the preparation of data for reportage to partners.

Team and Development

- Manage and oversee all activities performed by direct reports, including managing the performance review process, resolving performance issues and mentoring to encourage development.
- Embrace the FRINGE WORLD Values in all areas of work.
- Foster the development of positive and communicative working relationships across all delivery areas working on the site.

Other Duties

- Undertake any other duties assigned by the FRINGE WORLD Executive Team, which might reasonably be deemed to be within the scope of the role and having regard for the skills and qualifications relating to the role.

Skills & Experience

Essential

- Minimum 4 – 6 years industry experience.
- University degree in a relevant field of study and/or relevant industry experience in a senior partnership role.
- Experience with brand partnerships and project management.
- An entrepreneurial approach and positive attitude.
- Experience with contract negotiation, business development, senior client handling and brand management.
- Excellent verbal and written communication skills for sponsorship proposals and reports.
- Experienced team manager and excellent team working skills.
- An analytical approach to problem solving.
- A highly motivated self-starter who is results driven.
- Creative approach with commercial/sales aims.

Desirable

- Experience in the performing arts sector.
- Experience with Adobe Design Suite including InDesign, Illustrator and Photoshop.
- Experience with registration, ticketing, CRM or other database systems.