

# PERTH FESTIVAL

<b>Position Title:</b>	Partnerships Coordinator
<b>Department:</b>	Development
<b>Manager:</b>	Senior Manager, Partnerships

## About the Perth Festival

We affirm the primacy of Indigenous culture by acknowledging our presence on Whadjuk Noongar Boodjar.

As the longest-running arts festival in the nation, our not-for-profit organisation is dedicated to enriching life through art. We are answerable to our community and seek to demonstrate the power of art to bridge divisions and unite people from all sectors of life. The inclusivity we seek addresses multi-cultural, socio-economic and geographical divides.

We champion rich Indigenous traditions and contemporary art practices. We collaborate with local institutions, grassroots arts organisations to develop opportunities, skills and jobs for Western Australians, as we have since our foundation in UWA in 1953.

Perth Festival is central to supporting the next generation of creative thinkers. We commission and present works that give voice to this generation, as well as commission acclaimed National and International artists to collaborate with local artists. New perspectives, big ideas and creative action at the Festival can provide the toolkit for our community to thrive in the 21st century.

Perth Festival has many strengths to draw on in seizing opportunities and rising to the challenges we face. Using our strategic pillars of community; leadership and sustainability we aim to fulfil our vision to be at the heart of our local community on Whadjuk Noongar Boodjar and a world leader for cultural and artistic experience.

## About the work area

The Development Team is responsible for ensuring Perth Festival's Development strategy aligns with the Festival's values, strategic goals and artistic vision.

The team works to grow Perth Festival's contributed revenue capacity and income through a wide variety of fundraising mechanisms (including corporate, government and donor programs), as well as working closely with the Leadership team and Board members to advocate for increased support and arts funding in Western Australia.

## Role statement

The Partnerships Coordinator is responsible for implementing strategies to secure support for the Festival's artistic and cultural outputs with a focus on partnership servicing and retention. Working closely with the Partnerships Manager and the Senior Manager, Partnerships, this role manages relationships for a portfolio of corporate partnerships including in-kind partners.

## Key responsibilities

### 1. Partnership Account Management

- Effectively manage and administer a portfolio of partnerships focused on (but not limited to) in-kind partnerships, including preparation of renewal proposals and funding applications, negotiation of contracts, invoicing, fulfillment of partnership obligations and activations, and managing resource acquittals and reports.
- Work with the Senior Manager, Partnerships to align partnerships to specific festival events, programs and activities to ensure that all artistic and cultural outputs are met.

- Work with the Senior Manager, Partnerships to plan and implement a year-round stewardship strategy to engage existing and prospective partners, including communications, events and unique experiences that increase affinity and support.
- Act as the primary liaison between the portfolio of partners and Perth Festival departments.

## 2. Teamwork and Innovation

- Regularly review, update and maintain systems and processes to continually improve team operations with a focus on (but not limited to) daily asset management tools to streamline partner acknowledgements, marketing benefits and ticket allocations.
- Coordinate acknowledgement and ticket benefits with the marketing and ticketing teams for all sponsors on behalf of the Partnerships team.
- Coordinate a regular communication to sponsors including scheduling and writing.
- Maintain an accurate database of current and prospective Partners.

## 3. New Business Development

- Identify potential new business opportunities and support the Senior Manager, Partnerships in the preparation of high quality, compelling and equitable sponsorship proposals and applications that will contribute to achieving Perth Festival's artistic and cultural outputs.

## 4. Other

- Contribute to the development, implementation and monitoring of the Festival's Development strategy with a focus on retention and growth of current partners, and identification of new partners in response to the Festival's strategic plan and income targets.
- Promote Perth Festival partnership and sponsorship opportunities through regular meetings, consultations and talks throughout the community.
- Work across the organisation to support the development and implementation of new initiatives designed to increase corporate and government support.
- Support the coordination and delivery of Development events as required.
- Represent Perth Festival at Festival Events, industry-wide functions and conventions as appropriate.
- Identify appropriate opportunities to recognise partnerships through award submissions.
- Attend Perth Festival events and work-related functions as required
- Any other duties as directed by the Senior Manager, Partnerships.

### Key Performance Indicators

- Partnership portfolio retention
- Growth in partnership portfolio value from renewals
- Lead research and identification

### Specific work capabilities (selection criteria)

- **Values Driven** – you demonstrate Perth Festival's values – Innovation | Excellence | Access | Trust – and celebrate humanity with creativity.
- **Inclusive** – you act in a way that fosters a culturally safe and inclusive workplace where we value diversity and difference.
- **Sustainable Creative Practice** – you create and choose from numerous strategic options and make decisions to deliver the most impactful strategic outcome.

- **Change Agility** – you work well in an environment characterised by high levels of change: adapting, learning and applying skills quickly.
- **Collaboration** – you work with others to achieve outcomes – involving the right skill, perspectives, abilities and expertise.
- **Accountability** – you take a proactive approach to achieving required goals and outcomes both personally and for Perth Festival.
- **Coaching** – you continuously develop yourself and others
- **Specific work capabilities:**
  - Minimum two years fundraising experience
  - Familiarity with a wide range of giving sectors and demonstration of strong networks with some level of knowledge of the fundraising landscape in Western Australia
  - Confident and articulate in written and verbal communications
  - Well-developed organisational skills and demonstrated ability to set priorities and to meet deadlines
  - Ability to work independently, manage priorities, coordinate workflow, track tasks and work collaboratively as part of a team
  - High level of proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email
  - Demonstrated skills in administration and/or accounts within a complex organisation
  - Experience with Tessitura, or other client-based CRM is desirable
  - Knowledge and understanding of the arts industry is highly desirable
  - Experience working with Aboriginal and Torres Strait Islander people and / or people from culturally and linguistically diverse backgrounds is highly desirable

### **Special Requirements**

This role will require some evening and weekend work during Festival delivery periods, therefore a flexible approach to working hours is required