



POSITION DESCRIPTION

Position:	Partnerships Manager
Reports to:	CEO and Board
Direct reports:	Project-based reports
Term:	Flexible Hours (0.8)
Location:	3/374 Brunswick Street, Fortitude Valley

ABOUT US

QMUSIC is the peak body for Queensland's music sector, a not-for-profit dedicated to securing the future of an industry that delivers artistic, cultural, social and economic value to Queensland.

With ongoing funding commitments from the state and federal government and partnerships with local government authorities across our state, we run a series of programs and events focused on building industry capacity, market growth and artistic development.

We provide powerful platform events to showcase Australian talent to audiences here and around the globe, all the while acting as a key advocate for the sector and investing in the grassroots of music across our state.

Key events include BIGSOUND, the largest music industry event in the Southern Hemisphere, the QUEENSLAND MUSIC AWARDS, our state-wide skills and capacity building program QMUSIC CONNECT - as well as festivals like VALLEY FIESTA, and fellowships such as the Billy Thorpe Scholarship and the Grant McLennan Fellowship.

POSITION SUMMARY

The Partnerships Manager role is an essential and senior role within QMusic, responsible for managing and building strong relationships and strategic alliances with multiple external stakeholders.

This role is required to work collaboratively and creatively across QMusic to manage existing partners and government funders, as well as successfully establishing and securing new corporate and community partnerships. It reports directly into the CEO as part of the senior management team and has great agency to entrepreneurially build new revenue opportunities for the organisation.

KEY ACCOUNTABILITIES

- Create a systematic, process-driven approach to partner outreach and relationship management
- Manage existing ongoing relationships with Government funders, such as the Australia Council, Arts Queensland, and Queensland Local Government Authorities (such as Brisbane City Council)
- Confirm annual funding partnerships with funders such as APRA/AMCOS, Tourism and Events Qld and Brisbane Economic Development Agency
- Identify new government funding opportunities, including and outside of traditional Arts routes
- Identify possible new corporate partnership opportunities, both for the organisation and its projects, and work closely with Sponsorship staff for our key events
- Develop all materials needed for partner approaches and funding applications, develop and execute partnership agreements, manage the delivery of benefits and oversee all necessary reporting and acquittals.
- Oversee the annual giving strategy
- Keep great ongoing relationships with current partners and offer new ways to grow the partnership

QMUSIC

- Collaborate with Marketing to ensure appropriate acknowledgement of corporate partners and develop marketing and media partnerships together.
- Research and monitor best industry practice across Australia.
- Collaborate across departments and work with the CEO to manage all human and departmental resources to deliver best possible outcomes.
- Represent QMusic at industry events as required.
- Provide written reports, acquittals and presentations on the progress, delivery and planning of QMusic projects for a variety of stakeholders.
- Manage and deliver other responsibilities as directed by the CEO

KEY CAPABILITIES

Knowledge, Experience and Skills

- Over 3 years working in partnerships and sponsorship within creative organizations, with a key focus on the music industry, major events, concerts and conferences.
- Strategic thinker with demonstrated partnership management and sales skills.
- An in-depth understanding of both technical and creative processes and demonstrated ability to build and manage industry partnerships.
- Experience in developing successful relationships with representatives from the corporate sector.
- Knowledge of fundraising principles and guidelines.
- Highly developed written, oral communication, negotiation and presentation skills.
- Knowledge of local and federal government funding environments.
- Ability to work autonomously while managing significant workloads during peak periods, and work under pressure to meet deadlines.
- Demonstrated understanding and knowledge of some of the issues that impact upon the Queensland, national and international music industries.

KEY RELATIONSHIPS

Internal: Chief Executive, Members of the Programming, Partnerships, Finance and Marketing teams

External: Partner organisations, government and corporate funders, individual donors, External sponsorship staff, Venues, Management Committee and Contractors

POLICIES AND WORKPLACE PRACTICES

All QMusic employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times. It is expected employees will:

- Uphold the QMusic Values
- Be respectful towards the organisation, colleagues, clients and general public
- Act collaboratively with all colleagues
- Act in safe and responsible manner at all times

ADDITIONAL INFORMATION:

Flexibility required for days to fluctuate around key project delivery, for example 3 days per week during off-peak times, up to 5 days per week around peak event delivery.



APPLICATIONS

Please respond to the selection criteria and provide a CV with references.

Email your application to: careers@qmusic.com.au by COB Sunday 13 February 2022.

Enquiries: Please contact the QMusic office on (07) 3257 0013 or info@qmusic.com.au