



## POSITION DESCRIPTION

|                          |   |
|--------------------------|---|
| <b>Position:</b>         | <b>Partnerships Manager</b>                             |
| <b>Reports to:</b>       | Director of Marketing and Partnerships                  |
| <b>Direct reports:</b>   | Event-based staff and contractors                       |
| <b>Location:</b>         | 374 Brunswick Street, Fortitude Valley, QLD 4006        |
| <b>Employment Basis:</b> | Part-time (0.9 FTE)                                     |
| <b>Term:</b>             | Permanent   |
| <b>Salary Range:</b>     | \$82,000 - \$85,000 (pro rata 0.9 FTE) + Superannuation |
| <b>Start Date:</b>       | ASAP  |

## ABOUT QMUSIC

**QMusic is the peak body for Queensland's music sector, the state-wide representative voice for Queensland's musicians, music workers, live music venues, and fans.**

We resource and empower the businesses big and small who will create the soundtrack of Queensland's future. From Cairns to Coolangatta, and Mackay to Mount Isa, we create artistic, social, and economic outcomes for a successful contemporary music industry, with programs that include Australia's largest music industry event, BIGSOUND; the Queensland Music Awards; Valley Fiesta; and industry development programs, scholarships, and awards that assist music businesses across our state.

Our goals and strategies are underpinned by the following key principles, that define the character of QMusic and the way our organisation operates:

- **GENUINE:** we are open, honest, and transparent, and we will always be accountable to the industry for our work.
- **INCLUSIVE:** we are deliberately inclusive, fair, and equitable, and expect the same from our partners and stakeholders.
- **INDUSTRY FOCUSED:** we are connected to and representative of the industry and we put their needs and priorities at the centre of what we do.
- **INFORMED:** we seek to listen and learn, and we make our decisions based on ground
- **BOLD:** we are ambitious and actively seek out ways to be fresh and original. We position ourselves within a contemporary mindset, valuing creativity and innovation.

## POSITION SUMMARY

The Partnerships Manager plays a vital role in QMusic's partnerships team, ensuring that corporate, government, and philanthropic partnerships are delivered with excellence throughout their lifecycle. Reporting to the Director of Marketing and Partnerships, this position manages the entire partner relationship journey from initial engagement through to successful delivery and reporting.

Working across QMusic's programs and events—particularly BIGSOUND and the Queensland Music Awards—the Partnerships Manager ensures contractual obligations are met, partner expectations are exceeded, and return on investment is maximised. The role requires exceptional attention to detail, strong relationship management skills, and the ability to coordinate complex activations across multiple stakeholders.

The Partnerships Manager is process-driven and outcome-focused, promoting a culture of high performance whilst maintaining the warmth and collaborative spirit that defines QMusic's approach to partnership delivery.

## KEY ACCOUNTABILITIES

### 1. PARTNERSHIP DELIVERY AND CONTRACT MANAGEMENT

*Ensure all partnership agreements are executed, tracked, and delivered with meticulous attention to detail, maintaining comprehensive systems that support accountability and excellence throughout the partnership lifecycle.*

- Manage systematic, process-driven approaches to partnership delivery, maintaining accurate records and ensuring all contractual obligations are fulfilled to the highest standard
- Work with the Director of Marketing and Partnerships to develop partnership agreements, coordinate contract execution, and ensure all benefits meet both organisational and partner needs
- Oversee the delivery of partnership benefits across QMusic's programs and events, coordinating with internal teams to ensure seamless activation and partner satisfaction
- Maintain the partnerships database and documentation system, tracking all deliverables, timelines, and commitments with meticulous attention to detail
- Process partnership invoices, purchase orders, and financial documentation, monitoring budgeting and reporting for projects under your management

### 2. STAKEHOLDER RELATIONSHIP MANAGEMENT

*Serve as the trusted day-to-day contact for QMusic's partners, building strong relationships through responsive communication, proactive engagement, and consistent delivery of exceptional partnership experiences.*

- Maintain positive, proactive relationships with sponsors, partners, stakeholders, and suppliers, serving as their primary day-to-day contact for partnership delivery
- Participate in initial partnership meetings and discussions, supporting the Director of Marketing and Partnerships in partnership cultivation and development
- Draft, manage, and acquit grant and funding applications in collaboration with the Director of Marketing and Partnerships, ensuring compliance with funder requirements and deadlines
- Greet and cultivate supporters during partnership and donor events, representing QMusic with professionalism and warmth
- Coordinate partnership communications, ensuring partners are kept informed of relevant developments, opportunities, and program updates
- Build trusted relationships with partners through responsive communication, proactive problem-solving, and consistent delivery of excellence

### **3. PARTNERSHIP ACTIVATIONS AND EVENT COORDINATION**

*Coordinate the practical delivery of partnership activations across QMusic's events and programs, ensuring seamless execution of partner benefits and memorable experiences that maximise visibility and return on investment.*

- Collaborate with QMusic's Special Events Producer and event teams to plan and deliver all event-based partnership activations and deliverables, particularly for BIGSOUND and Queensland Music Awards
- Coordinate on-ground partner presence and activations during events, ensuring seamless delivery of partner benefits and positive partner experience
- Work with the Marketing and Communications team to coordinate partner marketing deliverables, including logo usage, advertisements, media releases, and promotional materials across all QMusic channels
- Manage the practical and logistical aspects of partner activations, liaising with venues, suppliers, and contractors to deliver professional outcomes
- Supervise event-based staff and contractors as required, providing clear direction and ensuring partner deliverables are executed to specification

### **4. PARTNERSHIP REPORTING AND EVALUATION**

*Demonstrate the value and impact of QMusic's partnerships through comprehensive data collection, reporting, and evaluation that showcases outcomes and informs continuous improvement of partnership delivery.*

- Track the impact of QMusic's partnerships, collecting data, metrics, and success stories that demonstrate value and return on investment
- Participate in all post-event evaluations and acquittals, contributing to the preparation of comprehensive reports for partners that showcase outcomes, reach, and engagement
- Support the Director of Marketing and Partnerships in developing partnership proposals and tailoring materials for targeted categories and prospective partners
- Maintain accurate records of partnership performance, learnings, and opportunities for improvement, contributing insights that inform future partnership strategy
- Assist in identifying opportunities to enhance partnership value and strengthen long-term relationships through thoughtful stewardship and strategic engagement

### **5. PARTNERSHIP ADMINISTRATION AND SYSTEMS**

*Maintain well-organised partnership systems, documentation, and processes that enable efficient delivery, support strategic decision-making, and ensure QMusic's partnerships function operates with professionalism and consistency.*

- Prepare and maintain master partnership materials including proposal templates, contracts, promotional agreements, and benefit schedules
- Ensure all partnership documentation is current, accessible, and properly organised within QMusic's systems

- Coordinate the timeline of partnership deliverables across the year, working proactively to ensure deadlines are met and quality standards are maintained
- Support the implementation of partnership systems and processes that drive efficiency, consistency, and continuous improvement
- Provide strategic input around partnership delivery processes and organisational planning as needed

## **GENERAL DUTIES**

- Attend QMusic events, functions and workshops, to support event delivery or to represent QMusic, some of which will take place outside standard business hours.
- Utilise QMusic's organisation-wide systems in accordance with policies and procedures provided.
- Play an active role in effectively implementing workplace health and safety protocols.
- Participate in post-event evaluation and reporting, including documentation of lessons learned and areas for improvement.
- Contribute to a positive, collaborative, safe, and inclusive work environment, including abiding by QMusic's Collective Responsibility.
- Undertake any other duties as reasonably requested by the Director of Marketing and Partnerships or CEO.

## **KEY CAPABILITIES / SELECTION CRITERIA**

### **ESSENTIAL KNOWLEDGE, EXPERIENCE AND SKILLS**

- Experience in partnerships, sponsorship, events, or marketing with demonstrated success in managing stakeholder relationships and delivering contractual obligations
- Exceptional administrative and project management capabilities with proven ability to manage multiple priorities, deadlines, and stakeholders simultaneously
- Outstanding attention to detail and commitment to accuracy in all aspects of partnership delivery and documentation
- Highly developed interpersonal, oral and written communication skills with the ability to build rapport and maintain professional relationships with diverse stakeholders
- Strong understanding of the principles of event sponsorship, partnership activation, and return on investment
- Experience in event delivery and activation, particularly in delivering partner experiences and benefits
- Efficient and adaptive with the ability to manage significant workloads, particularly during peak event periods such as BIGSOUND and Queensland Music Awards
- Proactive problem-solver with the initiative to anticipate needs and address challenges before they arise
- Proficiency in Microsoft Office Suite, CRM systems, and database management (or capacity to quickly obtain these skills)
- Experience with Airtable or similar project management and database systems highly desirable

### **DESIRABLE CRITERIA**

- Knowledge of the Australian music industry, particularly Queensland's music sector
- Experience working in the music industry, festivals and events, or in the wider creative/not-for-profit sector



- Experience in financial administration including processing invoices, purchase orders, and budget tracking
- Understanding of contract management principles and practices
- Experience managing or supervising event-based staff or contractors

## KEY RELATIONSHIPS

**Internal:** Director of Marketing and Partnerships, Executive and Partnerships Administrator, Special Events Producer, Senior Manager of Marketing and Communications, Marketing and Communications team, Programming team, Operations team, CEO, QMusic Board, all QMusic staff

**External:** Corporate partners, government funders (Creative Australia, Arts Queensland, local government authorities), philanthropic donors, venues, suppliers, contractors, artists and managers, industry stakeholders

## 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 be respectful towards the organisation, colleagues, clients and public, act collaboratively with all colleagues and act in safe and responsible manner at all times.

Flexible work hours will be required for occasional weekend and evening events.

## APPLICATIONS

Please send:

- a cover letter demonstrating your suitability for successfully performing the requirements of the role
- a current CV including two employer references

Submit your application via the [QMUSIC Job Applications](#) form by 11:59 PM AEST 18 February 2026.

Enquiries: Please contact the QMusic office on (07) 3257 0013 or [careers@qmusic.com.au](mailto:careers@qmusic.com.au)