

O|PERA AUSTRALIA|A

*Corporate
Partnerships
Manager*
Position Description





Corporate Partnerships Manager

Position Title:	Corporate Partnerships Manager
Department:	Corporate Partnerships
Location:	Based at The Opera Centre, Sydney, but may be required to work and/or be based at other company work locations, as required.
Classification:	Administration
Employment Type:	Ongoing and full-time

The Company

Opera Australia is Australia's national opera company, dedicated to enriching Australia's cultural life with exceptional opera and sustaining and developing the art form.

Opera Australia is the largest and busiest performing arts organisation in Australia, with over 600 opera performances a year, including two opera seasons in Sydney and Melbourne, Opera on Sydney Harbour, musical theatre, opera concerts and a range of other activities. Through its touring arm, the Company reaches out to communities in regional Australia, and delivers an exciting program to school students. Opera performances are broadcast and distributed nationally and internationally.

Opera Australia casts its productions from an ensemble of Australian artists - opera singers, dancers, conductors and répétiteurs, with regular appearances by international guest artists. The Company manages the Australian Opera and Ballet Orchestra and also works in partnership with Orchestra Victoria. The Company works with leading directors and designers, and employs a large number of highly skilled people in the areas of scenic construction and painting, wardrobe and wig-making, stage production, and management and administration. Overall, the Company plays a vital role in developing and sustaining a specialist skills base in this unique area of the performing arts.

For further information please refer to our website at opera.org.au.



Corporate Partnerships Department

Opera Australia's Corporate Partnerships Department provides one of the main sources of funding for Opera Australia (the others being box office revenue, government funding and philanthropic donations).

The income generated by the corporate partnerships department forms a critical part of the company's operational budget, allowing us to present opera of the highest standard to audiences across Australia and internationally. Opera Australia attracts a significant portfolio of corporate partners at present and is looking to grow this with the development of new corporate event opportunities and new creative projects planned for the company.

The key geographical focus areas for Opera Australia are Sydney and Melbourne, with a growing focus on Brisbane.

Position Summary

Reporting to the Chief Operating Officer and in collaboration with the Business Development Manager, the Corporate Partnerships Manager develops and implements strategies for maintaining and maximizing corporate partnership revenue nationally.

They will lead the Corporate Partnerships team responsible for managing and retaining existing partners, increasing corporate event revenue and upgrading sponsor contributions to achieve specified annual net income targets. This income forms an important part of Opera Australia's operational budget.

Reporting Line

Position title of Supervisor
Chief Operating Officer

Position titles which also report to Supervisor
Business Development Manager

Titles of positions which report to this position
Partnerships Events Manager
Partnerships Coordinator x 2
Partnership Events Coordinator (to be filled at a later date)

Key Accountabilities

To oversee the work of the Corporate Partnerships team to achieve the following outcomes:

- Achieve annual sponsorship targets;
- Maximise Development revenue;
- Operate within designated expense budgets;
- Establish strong personal relationships with our contacts in current and potential sponsor organisations;
- Establish strong relationships with key suppliers and consultants;
- Enhance the value of all sponsorship relationships for Opera Australia;
- Build the appreciation of the role of sponsorship within Opera Australia.

In particular, to:

- Work with the Business Development Manager to implement a strategy for maximising Corporate Partnerships revenue nationally.
- Manage relationships with corporate sponsors to maximise rates of renewal, including developing an annual plan for each sponsor to ensure it receives value from its sponsorship.
- Build relationships with potential corporate sponsors, and individual supporters and advocates across a broad range of industries.
- Build the profile of Opera Australia to encourage corporate and individual support.
- Liaise with other Opera Australia managers and staff to promote the value of corporate sponsorship and to ensure that sponsorship obligations are fulfilled.
- Ensure that all Development activity is in line with Opera Australia's brand.
- Manage expenditure within set budgets and forecast progress against income and expenditure targets.
- Report regularly on the progress and direction of Corporate Partnerships activities.
- Maintain accurate and up-to-date information on current and future year budgets and forecasts.

To direct the activities of the Corporate Partnerships team, including:

- providing advice, training and support;
- ensuring their occupational health and safety;
- authorising their activities as appropriate.

General:

- Understand that a flexible approach and a willingness to work outside standard business hours is required.
- Maintain Opera Australia's image and integrity throughout relationships with external stakeholders.

Common Accountabilities

Opera Australia is committed to the health, safety and wellbeing of its staff. The company and its staff must comply with a range of statutory requirements, including equal opportunity, work health and safety, privacy and trade practice. The Company also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working. Appointees are accountable for completing training on these matters and ensuring their knowledge, and the knowledge of their staff, is up to date.

All staff must:

- treat other staff and members of the public with respect
- act with integrity and meet the company's high standards of personal and professional conduct
- take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others;
- report incidents and hazards to their immediate manager as soon as practicable.

Specific Challenges

Challenges involved in this position are:

- Balancing the many competing priorities and deadlines, often under very restrictive time constraints.
- Navigating between the artistic demands of Opera Australia and the demands of key external sponsor relationships.
- Ensuring that interactions with external stakeholders are always carried out with the highest level of professionalism, with a can-do lateral problem solving approach.
- Ensuring that all corporate partnership activities are of value to Opera Australia and contribute to the success of the organisation.

Scope of the Position

Responsibility for:

- Managing the activities of the Corporate Partnerships team in conjunction with the Business Development Manager, which works to attract annual sponsorship income of the order of \$3m plus per annum.
- Overseeing the management and renewal of all sponsorship accounts.
- Ensuring that all sponsorship activities fall within budget parameters.

Authority to:

- Commit Opera Australia to the provision of agreed benefits in return for sponsorship.
- Approve marketing material that pertains to the provision of sponsorship benefits.
- Commit to expenditure (within Budget parameters) in order to provide benefits or attract sponsors.

Key Role Requirements

- Strong experience in fund-raising for a national, not-for-profit organisation
- An appreciation for, and basic understanding of opera as an artform
- High level of competency in developing and managing extensive budgets.
- Ability to lead and manage a team
- Ability to undertake negotiations with confidence
- A good understanding of the Australian corporate environment
- Good communication manner with people of all social and corporate status
- Excellent written and verbal communication skills, high level computer literacy, an eye for detail and quality of presentation.

Other Considerations

Appointment to this position is subject to the position holder having residency status and/or possessing a visa with work rights. Appointment may also be subject to passing a mandatory Working with Children check, where required by law. For some positions, an independent health and fitness check or criminal records check may also be required.

This position description will be reviewed on a regular basis and changes made to reflect changes in the requirements of the role. Staff will be consulted in the process of review.



Enquiries: Amanda Michetti (02) 9318 8241 or email amanda.michetti@opera.org.au.
Applications marked 'Confidential' to: Julie Pritchard, Opera Australia, 480 Elizabeth Street, Surry Hills, NSW, 2010 or e-mail jobs@opera.org.au.
Applications Close: Friday 12 February 2016

Endorsed:	Name:	Approved:	Name:
	Title:		Title:
	Date:		Date: