

Corporate Partnerships Manager Position Description

- Full-time, permanent position
- Development Department
- Reports to the Head of Corporate Partnerships
- Date reviewed: April 2024

Overview of the Museum of Contemporary Art Australia

The Museum of Contemporary Art Australia (MCA) is Australia's only public museum dedicated to contemporary art.

The MCA presents, collects and engages with the art of now.

Guided by the principles of belonging, connection and influence, we aim to be the defining platform for contemporary art and ideas in Australia and beyond.

Located on Sydney Harbour at Tallawoladah, a home to stories, art and culture for over 65,000 years, the MCA contributes to the continuity of culture on our site.

We connect the widest possible public to contemporary art through our Collection, exhibitions, events, creative learning and access programs.

Our evolving Collection of over 4,500 artworks is the only public collection in Australia dedicated to the work of living artists, with over a third represented by Aboriginal and Torres Strait Islander artists.

As an independent, not-for-profit organisation, the MCA raises over 80% of its revenue each year through donations and commercial activities to deliver its artistic and engagement programs.

Overview of the position

Reporting directly to the Head of Corporate Partnerships, the Corporate Partnerships Manager is a key member of the team who will work closely with the Corporate Partnerships Executive, to implement the MCA's sponsorship strategy, drive the acquisition of new corporate sponsors, and ensure existing partners are retained.

The Manager, Corporate Partnerships actively identifies targets and secures high level sponsorships to achieve budget, ensuring that sponsors gain the most benefit from their relationship with the Museum. The position manages all aspects of relationship management and delivery of contractual obligations and tailored benefits to fulfil agreements, including day-to-day communications with sponsors.

The position works closely with internal departments to ensure the smooth coordination of events and activities. Working closely with the Events Manager, Design Studio and Marketing teams, the role involves business development opportunities, preparation of proposals, invoicing, event management and delivery and other partner related activities. The role provides high level support for all sponsor enquiries and manages selected individual relationships from the portfolio.

Tasks and responsibilities of the position

- Implement long-term and project-based sponsorship and business development strategies to meet the Museum's goals for cash and in-kind sponsorship and to attract and retain partners.
- Delivers day to day account management of partner relationships and takes the lead in managing a selection of current partner agreements.
- Takes initiative and supports new business development research, database management, communication files, proposals and pitches.
- Work with the team to identify touch points for executive engagement with MCA Directors and Board.
- Manage benefit delivery, tracking of benefits and support partners to leverage all available to them via their agreement.
- Work with internal departments to deliver complex large-scale activations across the organisation.
- Negotiate with partners on level of access and benefits available in accordance with portfolio tiers.
- Proactively seek opportunities within the MCA business, programs and events for a partner engagement.
- Actively deliver onboarding processes such as internal briefings to relevant departments for new partnerships, roll out of entitled benefits and renewal process to successfully retain long term relationships.
- Prepare reports when required on partner activity.
- Promote the vision and mission of the MCA in a positive light to stakeholders.
- Support and work closely with Corporate Partnerships Executive on partnership relationships, events and team processes.
- Write and negotiate contracts.
- Other duties as directed.

Key selection criteria

Essential criteria

Applicants must be able to demonstrate they have:

- minimum of 5 years' experience in business development, sponsorship, preferably within an arts/cultural context, with a successful track record in the delivery of partnership benefits and events
- proven experience in building and maintaining strong long-term stakeholder relationships
- well-developed communication skills, both written and oral and high-level interpersonal skills
- strong administrative support skills and willingness to use new platforms
- high-level attention to detail and follow through with the ability to exercise initiative
- proven excellence in delivering complex events and project management working to tight deadlines
- high energy levels with the appetite to work under pressure in a busy environment
- ability to work cooperatively in a team environment (internally and externally)
- capability to develop and deliver ideas and concepts
- availability to work evenings and on occasion weekends
- previous experience using customer relationship databases and developing systems to promote efficiency.

Desirable criteria

It would be good if applicants have:

- tertiary qualified in related discipline
- experience in marketing, graphic design, branding or communications
- knowledge or interest in the contemporary visual arts industry or culture
- previous experience working in the not-for-profit sector or cultural environment
- experience using Adobe.

Person specification

You are ideas driven, entrepreneurial, and innovative. You will have strong business acumen, be highly organised, self-sufficient, and strongly motivated. Strong negotiation and relationship management skills, a proven track record in generating and converting business development opportunities and a willingness to go the extra mile for our corporate partners are essential to this role.

General requirements of all MCA employees

We require that all our employees:

- demonstrate support for innovation and for organisational changes required to ensure the MCA accomplishes its strategic aim and objectives
- work cooperatively with others to produce innovative solutions and recognise the merits of diverse perspectives and the ideas of others
- demonstrate commitment to, and knowledge of, the principles and application of equal employment opportunities and anti-discrimination legislation in the workplace
- work in accordance with the principles of equity, access and fairness; respect and follow Safety work practices and procedures; work with due care and consideration to safeguard your own health and safety and the health and safety of others.

Terms and conditions of employment

This is a full-time, permanent position reporting to the Head of Corporate Partnerships. Some work out of normal hours (9am–5.30pm) will be required to cover the MCA's events and programs with TOIL available.

Salary package includes:

- annual leave: 4 weeks
- personal leave: 10 days
- superannuation: 11% super payments (*in accordance with the Superannuation Guarantee (Administration) Act 1992*).

Benefits of working with the MCA include but are not limited to the below, as per the MCA's Policies and Procedures

- Flexible Working Arrangements
- Employee Assistance Program
- Paid Parental Leave (Primary and secondary caregivers, adoption, and foster parents)
- Time Off In Lieu (TOIL)
- Study Leave
- Additional accruals to Long Service Leave
- Free Entry to Paid Exhibitions
- Museum Day (Additional Public Holiday)

- Birthday Day Off (Additional day of Paid Leave)
- January 26 (Flexible Public Holiday)
- Free Flu Vaccination Program
- Exhibition Pre-Views (Curatorial Walkthroughs)

Applications

Shortlisting for interviews will be based on applicants meeting the essential criteria listed in the position description.

Please share with us the following documents as part of your application:

- cover letter
- your responses to the selection criteria (in a separate document or as part of the cover letter)
- CV
- contact details of two referees.

Please email the application to positions.vacant@mca.com.au.

Closing date

Wednesday 8 May, 9am.

The MCA encourages applications from Aboriginal and Torres Strait Islander people, people with disability, and people from diverse cultures.

The MCA acknowledges the enormous contribution Aboriginal and Torres Strait Islander artists, staff, educators, arts professionals, and guests have made to the fabric of the museum since its inception. Contemporary Aboriginal and Torres Strait Islander art practice has long been central to MCA collection and exhibition programs.

Working for the MCA

The MCA is committed to equal opportunity and diversity. The MCA promotes a work environment that is free from discrimination and harassment, and where individuals are treated with fairness, equality, and dignity. Find out more [about the MCA](#).