

## JOB DESCRIPTION | HEAD OF PARTNERSHIPS

Event: Sydney Contemporary

Role type: Permanent Part-Time

Salary range: Dependent on experience – Salary + sliding commission scale

Reporting to: Fair Founder and Fair Director

Start date: March/April 2022

Sydney Contemporary, Australasia's premier international art fair, returns from 8<sup>th</sup> – 11<sup>th</sup> September 2022 [Collector Preview 7<sup>th</sup> September] with the largest and most diverse gathering of contemporary art galleries in the region. Staged at Carriageworks, Australia's striking multi- arts venue, the Fair welcomes over 90 galleries from Australia, New Zealand, Asia and around the world.

Alongside the galleries are curated sectors for contemporary video, installation art and performance as well as an ambitious program that includes engaging panel discussions, guided tours, educational workshops and an extensive VIP Program. The Fair is also home to pop-up restaurants by Sydney's much-loved dining institutions, making it an all-encompassing art and dine experience.

Billed as one of the most celebrated events on Australia's cultural calendar, Sydney Contemporary has established itself as a must-attend art event and the perfect place to discover and collect modern and contemporary art.

We are seeking a results-focused, enthusiastic, Head of Partnerships to join the Sydney Contemporary team. The Head of Partnerships will work closely with the Fair Founder and Director to develop a clear growth strategy for partnerships for the Fair. As the Head of Partnerships, you will be responsible for sourcing and securing new long term, sustainable partnerships. You will offer innovative and creative strategies that will integrate the partnerships into several aspects of the Fair. You will be self-starting, energetic, autonomous and results driven manager that executes the role proactively and independently without assistance or prompting from the executive team.

To be successful in this role, you should have an understanding and experience in high-level partnerships as well as the ability to grow and develop an existing portfolio. A strong understanding of events is preferable but a demonstration of experience in a different field will be seriously considered. Strong verbal and written communication skills are essential as is excellent time and project management skills. Along with the relevant tertiary qualification, you will have highly developed interpersonal skills.

### Key Responsibilities

- Together with the Fair Founder and Fair Director, develop a clear growth strategy for partnerships and targets
- Establish and lead a robust and comprehensive process through identification, assessment and execution of potential partnership opportunities
- Cultivating strong business relationships with key stakeholders, collaborating on corporate development opportunities, and building long-lasting partnerships
- Lead the relationship with existing partnerships for the 2021 Fair
- Understand and communicate market trends to identify future partnership opportunities
- Developing different commercial models to aid negotiation and deliver the best outcomes for the partnerships
- Ensure quality communication and clear processes and structures are in place to track and maintain new and existing funding partnerships through our CRM system
- Ensure that contractual commitments are met on both sides of the partnerships
- Build relationships with each department of the Fair to keep an ongoing flow of ideas that is aligned with the company's objectives

#### Key Selection Criteria

- Minimum bachelor's degree with a preference in a related discipline; A knowledge of contemporary art is preferred
- Minimum of 5-7 years' experience in sales, strategy and/or partnership roles, ideally within the events industry but strong experience in other industries will be seriously considered;
- Proven ability in managing relationships and contracts with external and high-level stakeholders; i.e. SC has had relationships with brands including Deutsche Bank, BMW, Campari, AON and Living Edge
- Experience developing and maintaining funding partnerships
- Strong planning and time management skills, with the ability to manage competing tasks and work under pressure;
- Excellent interpersonal, communicative, consultation, and negotiation skills, with a working knowledge and interest in Australia's contemporary art scene;
- Disciplined and resourcefulness, with the ability to think laterally and solve problems creatively;
- Ability to work independently and take direction as required;
- Proficient in Microsoft Excel, Word and Outlook;
- Proficient in Adobe Creative Suite; ability to create and design presentations
- Experience using programs such as Salesforce, ZOHO, Insightly and Dropbox

Candidates should submit a CV and a document addressing the Key Selection Criteria. Applications to General Manager, Lyn Moran at [lyn@artfairsaustralia.com.au](mailto:lyn@artfairsaustralia.com.au)