

POSITION DESCRIPTION

POSITION:	Head of Partnerships
STATUS:	Full-time
LOCATION	Perth, Western Australia
REPORTS TO	CEO
DIRECT REPORTS	Development Manager (0.4FTE)

POSITION SUMMARY

The Head of Partnerships is responsible for the strategic leadership and development of Black Swan's corporate partnership programs/activities, and major stakeholder relationships. The role works to maximise engagement with our partners and deliver on revenue targets in the annual budget that support the company's artistic goals. The position has a significant relationship management focus and works closely with the CEO, Head of Philanthropy, Marketing team, and other heads of department.

ORGANISATIONAL CONTEXT

Black Swan's vision is to connect artists and audiences through the power of theatre to entertain, challenge and inspire. We create exceptional, high-quality theatre that speaks to the world from our unique WA culture, landscape and moment in time.

Since its inception in 1991 under founding Artistic Director, Andrew Ross, Black Swan has been celebrated for its original theatrical works, Western Australian stories, site-specific and promenade productions, Perth Festival presentations, extensive national and international tours, and cross-cultural collaborations that uplift and celebrate Aboriginal artists.

We aim to remain true to this indomitable and inspired spirit to nurture works that reflect imaginatively on Black Swan's place and time in bold and uncompromising ways, in ways that will make people take notice, and in ways that will endure.

This role is charged with helping achieve one of Black Swan's strategic goals of being financially sustainable, by generating income from the public and private sectors to support the artistic work of the company. To achieve this successfully, the Head of Partnerships must work collaboratively with all departments of the company.

KEY RESPONSIBILITIES & DUTIES

Strategy & Leadership

- In liaison with the CEO, develop, implement and review a strategic plan for the growth of partnership and sponsorship income (cash and in-kind).
- Contribute as a member of the senior leadership team to the overall strategic direction and sustainability of the company.
- Identify and pursue new partnership opportunities that grow and diversify revenue and strengthen Black Swan's financial sustainability.
- Keep abreast of industry trends at state, national and international levels to inform strategy and maintain market relevance.
- Represent Black Swan in corporate and professional networks to build relationships, enhance profile and generate new business opportunities.
- Oversee the effective use of systems to support pipeline development, contract management, reporting and stakeholder engagement.
- In collaboration with the Head of Philanthropy, support the effective operation of the broader partnerships and development function, including contractors, volunteers and interns where appropriate.

Business Development & Stakeholder Engagement

- Work with the CEO, Board and leadership team to identify, cultivate and secure corporate partners and funding opportunities.
- Develop compelling partnership proposals and value propositions that align with corporate objectives and deliver strong return on investment.
- Build and maintain strong, strategic relationships with partners, funders and key stakeholders.
- Working with the CEO and heads of department, lead the application process for, and management of, all government grants.
- Foster a partnership-focused culture across the organisation through strong internal collaboration and communication.

Partnership Delivery & Stewardship

- Lead the end-to-end management of partnership agreements, ensuring all contractual benefits, deliverables, acknowledgements and reporting requirements are effectively planned, delivered, tracked and evaluated.
- Ensure a high-quality partner experience through proactive relationship management and consistent delivery against agreed outcomes.
- Evaluate partnership performance and satisfaction using qualitative and quantitative measures, and identify opportunities for growth and improvement.
- Work closely with relevant departments to coordinate and communicate partnership-related program outcomes and deliverables, ensuring alignment with funding and contractual requirements.

Marketing, Communications & Content

- Work in close partnership with the Marketing team to integrate sponsorship deliverables into campaigns, ensuring alignment with brand, artistic program and commercial objectives.
- Oversee partner acknowledgements across all platforms to ensure consistency, accuracy and contractual compliance.
- Prepare speech notes and acknowledgement content for Opening Nights and key events, ensuring appropriate recognition of partners, sponsors and VIP stakeholders.

Events & Engagement

- Oversee the planning, delivery and evaluation of partner engagement events and functions to strengthen relationships, fulfil contractual obligations and achieve agreed KPIs.
- Ensure all hosting activities align with partnership objectives and deliver a high-quality stakeholder experience.

Financial & Performance Management

- Work with the CEO and Head of Finance to set income targets and expenditure budgets aligned with the strategic plan.
- Manage revenue and expenditure budgets, ensuring compliance with financial delegations, procurement guidelines and organisational processes.
- Provide regular reporting to the CEO on financial performance, partnership pipeline and progress against targets.
- Ensure timely and accurate financial and impact reporting to partners in collaboration with the Finance team.

ORGANISATIONAL RELATIONSHIPS

Reports to: CEO

Key internal relationships: Development Manager, Head of Philanthropy, Creative Learning Manager, Head of Producing, Head of Marketing, and Board members.

Key external relationships: Existing and potential corporate partners, funders, and donors, government.

SELECTION CRITERIA

Essential

To be successful in this role, candidates must meet the following essential criteria:

1. Experience in the direction and management of corporate partnership programs at a senior level.
2. Minimum of five years' experience in fundraising, partnerships, sales, and/or sponsorship. Major account management and marketing/public relations skills are also highly valued.
3. Formal qualifications in a relevant discipline including marketing, communications, arts management, or other relevant area.
4. Experience in creating and developing strong relationships with supporters and stakeholders at all levels.
5. Extraordinary verbal, written and presentation skills.
6. Experience in the use of CRM systems.
7. Ability to manage time and deadlines effectively and to work within a demanding, creative environment.
8. Experience in budget development and management.

Desirable

1. A knowledge of the Western Australian arts development environment.
2. Experience in the planning and execution of events.
3. Prior experience using Tessitura CRM.

SPECIAL CONDITIONS

Work outside normal office hours, including evenings and weekends will be required from time to time.

PHYSICAL AND PSYCHOSOCIAL REQUIREMENTS

Description	Physical	Psychosocial
Ability to work to time pressures/deadlines		✓
Ability to sit for long periods	✓	
Ability to operate a computer for long periods	✓	
Ability to collaborate and effectively communicate with colleagues		✓
Ability to operate in a sometimes fast-paced and demanding environment		✓
Adaptability, flexibility, and resilience in the face of challenges and uncertainties.		✓
Travel: may need to travel frequently for business meetings, conferences, and other engagements. This requires physical mobility and the ability to adapt to different environments.	✓	✓
Ability to exercise discretion and maintain security of sensitive or confidential information		✓