

RISING :

POSITION DESCRIPTION
NOVEMBER 2024

ROLE:	PARTNERSHIPS ACCOUNT MANAGER
TERM:	FULL TIME, FIXED TERM – 12 MONTHS
TEAM:	PARTNERSHIPS
REPORTING TO:	PARTNERSHIPS DIRECTOR
SALARY RANGE:	\$90,000 + SUPERANNUATION

RISING

[RISING](#) is a festival new art, music and performance in the heart of Naarm (Melbourne, Australia). A major cultural event for the Asia Pacific Region, the festival is created by a diverse team of local, national and international artists and curators. RISING's purpose is to reflect Melbourne's identity and amplify its art and artists.

RISING will return in June 2025. [View the 2024 RISING program.](#)

THE ROLE

The Partnerships Account Manager is a key member of the Partnerships team responsible for project managing partner deliverables for commercial, philanthropic, cultural and government partners.

Working with the Partnerships Director and Brand and Commercial Director, the role will focus on expanding marketing reach via strategic partnerships, maximising budget relief and adding partnership value. The role will also support procurement of new support through pitches and campaigns.

Working as the central point across the departments, this role coordinates and oversees proposal development, stewardship, asset delivery and engagement activities. This includes reporting, event delivery, engagement strategy, database maintenance and other related administrative responsibilities to support the work of the department. The role will also be responsible for driving a new, digital philanthropic campaign to attract new donors.

The successful candidate will have an enthusiastic can-do attitude, combined with broad project management skills, a high-level of organisation and a proven ability to prioritise, delegate and manage a large volume of varied projects.

DAY TO DAY YOU WILL

FUNDING PARTNERS & DONORS

- Lead delivery of high-level government and public partner funding agreements, including reporting and acquittals, with support from the Partnerships Coordinator
- Track and ensure all contracted benefits are delivered on time and to brief
- Prepare proposals, briefings and pitches for funding and partnership opportunities including the coordination of input from relevant staff
- Work with the Partnerships Senior Manager to actively seek new opportunities to engage, attract and steward new donors
- Proactively research and qualify a pipeline of potential funding support
- Contribute to funding submissions, acquittals and other partnership reporting as required
- Support the Partnerships Director with organisation engagement to create opportunities and drive RISING's reputation as a major cultural event

BRAND, BUSINESS & CULTURAL PARTNERSHIPS

- Be the key point of contact for RISING's sponsorship agency Aeroplane Agency, ensuring they are kept up to date with program developments and opportunities.
- Work with Aeroplane Agency to coordinate and streamline delivery of all contracted benefits for partners and sponsors with internal teams (BCOM, Ticketing, F&B, etc).
- Work with the Brand and Commercial Director to identify and procure additional revenue generating, budget relieving and cross-marketing partnership opportunities (RISING managed partnerships).

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- Work to develop strategic partnerships with Melbourne businesses, across RISING's local business and restaurant programs.
- Coordinate contracting and MOUs for RISING managed partnerships.

GENERAL

- Lead the creation of a Partner Engagement strategy for partners throughout the year
- Contribute to partner events and hosting as required, collaborating with Aeroplane Agency and the Executive Assistant to Chief Executives, with support from the Partnerships Coordinator
- Strong inter-personal skills and an interest in building relationships to increase visibility and opportunities in the festival

SKILLS YOU'LL NEED:

- Relevant work experience in stakeholder engagement, events, development or proposal writing
- Technical skills—advanced knowledge and use of the Microsoft Office suite of programs, experience with telephone and video conferencing systems, experience with arts database management (Tessitura) and maintenance
- Communication skills—high level written and verbal communication skills with experience in liaising with internal and external stakeholders, outstanding interpersonal skills to ensure effective, collaborative working relationships with a wide and diverse range of artists, companies, colleagues and stakeholders
- Communication skills—superior ability to communicate confidently, convincingly, and effectively with potential supporters of all types in various settings, verbally and in writing
- Time management and planning—demonstrated ability to navigate conflicting demands with minimum guidance
- Relationship building and teamwork—supports productive relationships with a demonstrated ability to work as part of a team and independently and with people at all levels
- Attention to detail—maintain exceptional standards of accuracy and integrity in all work produced
- Collaborative and enabling approach—able to work collaboratively in a team environment
- Cultural sector—an interest and knowledge of the arts and cultural sector and a capacity to convey enthusiasm for RISING's vision

BONUS POINTS FOR:

- Experience working within a major event, festival, or arts organisation
- Experience with Tessitura CRM and Airtable project management system

LOCATION

RISING supports flexible working arrangements for staff and a hybrid office/WFH model is currently in place. The RISING office is situated at Level 2, 377 Lonsdale Street, Melbourne.

ACCESS

RISING is a festival aspiring to be a cultural leader in inclusion and accessibility. We want our organisation and program to be a true reflection of our city representing people with a variety of skillsets and life experiences, cultures and backgrounds. We encourage applications from First Nations people, those who are from culturally and linguistically diverse backgrounds, people who are LGBTQIA+, Neurodivergent people, people who have a disability and/or who are d/Deaf.

If you have access requirements that will cause difficulty applying online and you need assistance, please call 03 9662 4242, Monday to Friday, between 9AM–5PM. We are only able to respond to accessibility enquiries at this number, for all other queries please email jobs@rising.melbourne.