



creative
partnerships
australia

Creative Partnerships Australia
State Manager, QLD

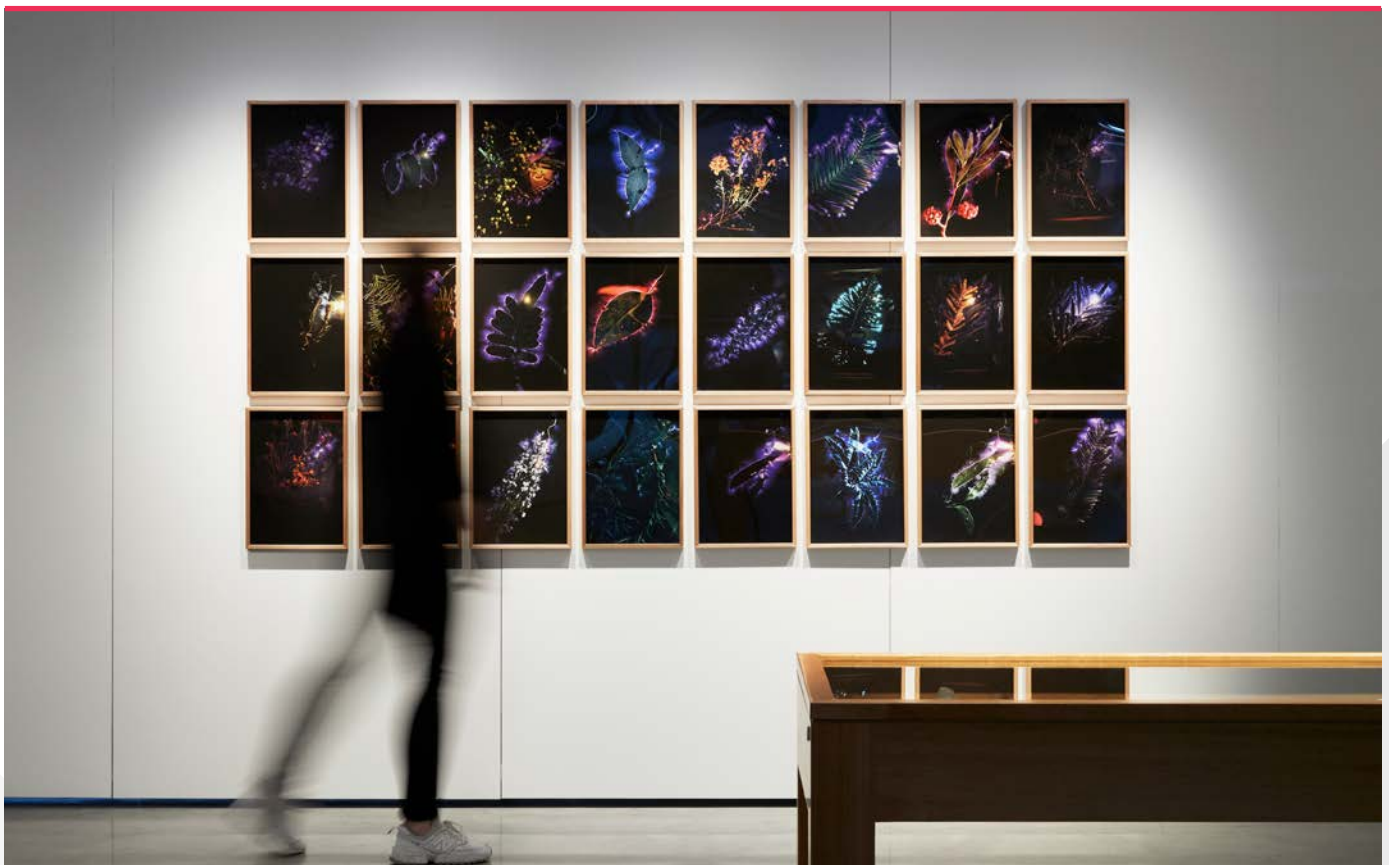


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Background Information

Creative Partnerships Australia sparks investment in the arts by fostering giving and partnerships between the cultural sector, philanthropy and business; and by equipping artists and arts organisations with the fundraising and development skills to succeed.



It takes a variety of tools and resources to bring art to life. While different creative pursuits have different requirements, all artists—regardless of their focus—need support, finance and guidance to prosper.

Creative Partnerships Australia provides artists and arts organisations with the tools, skills and resources to flourish. From fundraising programs and resources, to practical campaigning tips and capacity building workshops.

Australia's cultural sector is a thriving community of ideas and inspiration. And while the company celebrates this diversity, Creative Partnerships Australia works to deliver on common, universal needs; the need to engage people, to source funding in an increasingly competitive sector, to remain sustainable, and to contribute to our national cultural identity.

The organisation's ultimate goal is to grow a more vibrant and robust cultural sector with strong connections to philanthropy and business, for the benefit of all Australians.

Background Information (continued)

Like the cultural industries it supports, Creative Partnerships Australia's goals and services are diverse.

It strives to:

- promote and spark investment in the arts, bringing supporters and investors, artists and arts organisations together for mutual benefit.
- assist Australian artists and arts organisations to attract and maintain support from donors and businesses to diversify their sources of revenue.
- encourage and celebrate innovation and excellence in investing in, and partnering with, the arts.

Collectively, Creative Partnerships Australia works towards a stronger Australian arts sector, through a multi-pronged approach driven by its organisational values: Leadership, Innovation, Collaboration and Openness.

Leadership

To guide artists and promote ambition within the arts sector, coaching and advice services are offered, together with training, tools and resources, and more.

Creative Partnerships Australia delivers professional development events around Australia. These events provide the opportunity to network and offer a valuable catalyst for connection between artists and various funding sources. Practically, the events teach fundraising skills and provide arts organisations with strategic insight into raising revenue through private giving.

More than 500 coaching and advice sessions are held across the country each year.



Background Information (continued)

Innovation

Born from the merger of AbaF and Artsupport, in 2014 Creative Partnerships Australia launched Australia's first Commonwealth-funded matched funding program for the arts. Since then, a range of forward-thinking programs and platforms have been developed to support artists via inventive and diverse revenue streams.

Alongside the Australian Cultural Fund (ACF)—Creative Partnerships' fundraising platform for Australian artists and arts organisations that facilitates tax-deductible donations from the public—the boundaries of investment in the arts are continued to be pushed.

In 2019/20, the Australian Cultural Fund supported the fundraising campaigns of 479 individual artists and arts organisations, generating donations from 8,020 arts lovers for a total of \$4.65 million investment into the arts and cultural sector.

Last year, \$1.69 million was invested into Australian arts organisations through Creative Partnerships' matched funding program Plus1. In addition to this, more than \$200,000 was invested through the MATCH Lab funding program.

Collaboration

Creative Partnerships hosts and supports a wide range of events within the cultural sector, to both facilitate and champion the valuable connections between artists, arts organisations and arts supporters. It presents awards to leaders across art, philanthropy and business, as well as presenting and supporting events for fundraising and development professionals, to enhance the connections between these communities.



Background Information (continued)

Openness

Support is open and accessible to artists and organisations of all sizes.

A team of State Managers provide support across all Australian states and territories, offering tailored advice and consultation on a range of organisational and individual needs through Creative Partnerships' coaching and advice service.

The team specialises in:

- Arts fundraising and philanthropy.
- Arts and business partnerships.
- Business development for the arts.
- Board governance and consultation.

State Managers can provide goals and strategies to increase revenue sourced from the private sector. They can help in developing and facilitating corporate sponsorships and outline imaginative and efficient ways to attract new money.

The company looks forward to sparking further investment in the arts for a more robust, sustainable and supported Australian cultural sector.

Creative Partnerships Australia is supported by the Australian Government through the Department of Infrastructure, Transport, Regional Development and Communications.

Additional links:

www.creativepartnershipsaustralia.org.au

Creative Partnerships Australia Corporate Plan 2021-2024: https://creativepartnershipsaustralia.org.au/wp-content/uploads/2020/09/CPA_CorporatePlan2021%E2%80%9324.pdf

Creative Partnerships Annual Report 2019-2020: https://creativepartnerships.gov.au/wp-content/uploads/2020/10/CPA_AnnualReport2019-20_AMEND01_WEB_.pdf

Further corporate information: <https://creativepartnershipsaustralia.org.au/about-us/corporate-information/>



The Role

Job Title

State Manager, QLD

Location

Fortitude Valley, Brisbane

Responsible to

CEO

Key Relationships

Internal

Executive Director Operations & Marketing
Executive Director Programs & Strategy
State Managers
Programs Team
Finance & Operations Team
Communications & Marketing Team

External

QLD artists and arts organisations
Donors
Foundations and trusts
Business community
QLD state government

Purpose

Creative Partnerships Australia's purpose is to foster a culture of private sector support for the arts in Australia; to grow a more sustainable, vibrant and ambitious cultural sector for the benefit of all Australians.

Objectives of the position:

- Contribute to the sustainability of the arts and cultural sector in Queensland by promoting private sector support for the arts.
- Facilitate connections between the arts, business and philanthropic sector in Queensland.
- Contribute to the development of Creative Partnerships' strategy, policies, programs and services.
- Deliver Creative Partnerships' programs and services in Queensland.



Key Criteria for Success

After 12 months in the position, the successful candidate will have:

- Contributed to organisational strategy as a senior member of the team.
- Worked closely with the CEO to have established a clear set of KPIs and be working to achieve them, including agreed satisfaction rates for coaching sessions.
- Gained credibility and trust with partner organisations, becoming an integrated advisor to assist and facilitate their success.
- Gained a thorough understanding of Creative Partnerships Australia priorities and be a committed team member.



Key Responsibilities

- Establish and maintain relationships with the arts, business and philanthropic sectors in Queensland.
- Coach and mentor arts organisations and artists in Queensland, including facilitating the use of Creative Partnerships programs and services including professional development programs, funding programs and the Australia Cultural Fund.
- Work with Indigenous arts organisations and artists in Queensland, including in regional and remote areas.
- In conjunction with the CEO and Executive Director Strategy and Programs, liaise with the Queensland state government to ensure services and programs delivered locally are relevant to the needs of the local arts sector.
- Provide high-level advice and prepare reports, briefings, correspondence and recommendations to the CEO and Executive Director Strategy and Programs as required.
- Resource Management
 - Plan for and manage risks.
 - Seek more efficient ways of doing things.
 - Operate in accordance with delegated authority, consistent with organisational, departmental and government policies.
- Written Communication
 - Prepare briefs, letters, emails and reports using clear, concise and grammatically correct language.
 - Ensure written communications contain necessary information to achieve their purpose.
 - Use appropriate style and formats.
 - Understand the audience and how written materials may be interpreted.



Key Responsibilities (continued)

- Stakeholder Management
 - Identify key stakeholders of an issue/project.
 - Monitor client and stakeholder satisfaction.
 - Engage stakeholders and invests time in seeking their input.
 - Take stakeholder needs and expectations into consideration when making recommendations.
 - Constructively deal with stakeholder issues and manages expectations.
- Planning and Organising
 - Put a high priority on accomplishment and attaining results.
 - Identify processes, tasks and resources required to achieve a goal.
 - Manage time effectively and complete tasks to deadline.
 - Distinguish between the more and less critical activities and operate accordingly; reviewing, consulting and adjusting as required.
 - Use systems and procedures to guide work and track progress.
 - Recognises barrier and find effective ways to deal with them.



Person Specification

Experience and knowledge

- Demonstrated knowledge of philanthropy, sponsorship and related legislation and taxation matters.
- Demonstrated knowledge of and experience in the Queensland arts sector.
- Knowledge of and experience working with Indigenous communities.
- Fundraising experience in the not-for-profit sector.
- Proven experience with a range of computer and information technology programs, including a strong understanding of the operations of databases.

Skills and abilities

- Proven ability to proactively find and engage new business.
- Well-developed written communication skills.
- Strong interpersonal communication skills with the ability to provide clear and constructive advice and deliver quality presentations.
- Ability to provide detailed analysis of program effectiveness.
- Ability to prioritise tasks, manage time and report to set deadlines.
- Ability to work in an environment characterised by change, conflicting priorities and sensitivities.
- Ability to operate in both a team environment and independently.

Attitudes

- High level of professionalism, diplomacy, respect and courtesy.
- A collaborative and flexible approach.
- Ambitious with an ability to support those around them for shared success.
- Self-motivated, efficient and focussed.



Terms

To discuss salary parameters please call **Jocelyn Kelty**, Director, or Judith Marks, Senior Consultant, **Richmond Associates**, Australia Office on +61 2 8218 2185.

How to Apply

Applications should include:

1. A comprehensive curriculum vitae giving details of relevant achievements in recent posts as well as your education and professional qualifications.
2. A covering letter that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification.
3. Details of your latest salary, notice period and names of 2 referees, together with a brief statement of the capacity in which they have known you and an indication of when in the process they can be contacted (please note we will not contact your referees without your express permission).
4. Telephone contact numbers (preferably daytime and evening/mobile) which will be used with discretion.

Selection Process

The applicants with the most relevant experience will be invited to have initial exploratory discussions with Jocelyn Kelty, Director, or Judith Marks, Senior Consultant, Richmond Associates, Australia Office.

Richmond Associates interviews are scheduled to take place from **9 – 12 August 2021**. First round panel interviews at Creative Partnerships Australia are scheduled to take place on or around **24 August 2021**. Those invited to second round panel interview, to take place on or around **1 September**, will be asked to complete a psychometric assessment. Further details will be provided to shortlisted candidates progressing to this stage of the process.

**CLOSING DATE FOR
APPLICATIONS IS FRIDAY
6 AUGUST 2021**

Please send your application to
Deann Stevens, Business Support
Administrator Richmond Associates,
Australia Office:

By email: info@richmond-associates.com

Tel: +61 2 8218 2185