

MSO

Corporate Partnerships Manager

INFORMATION FOR CANDIDATES, JANUARY 2020



Melbourne Symphony Orchestra

About the Melbourne Symphony Orchestra

The MSO is one of Australia's leading orchestras and each year engages more than 5 million people through over 150 live performances, recordings, and TV/radio broadcasts. From its first performance in 1906 the Melbourne Symphony Orchestra has offered the very best in orchestral music and collaborates with guest artists and arts organisations from across the world.

The MSO was the first professional orchestra to represent Australia internationally in 1965. Recent and coming international engagements include Europe and the UK (2014 & 2020), China (2016 & 2018), Indonesia (2017) and USA in 2019. The MSO's Chief Conductor is Sir Andrew Davis, Associate Conductor Benjamin Northey, and Cybec Assistant Conductor Tianyi Lu.

The MSO performs a variety of concerts ranging from core classical performances at its home, Hamer Hall at Arts Centre Melbourne, to its annual free concerts at Melbourne's largest outdoor venue, the Sidney Myer Music Bowl. The MSO also delivers innovative and engaging programs to audiences of all ages through its Education and Outreach initiatives.

Sir Andrew Davis gave his inaugural concerts as the MSO's Chief Conductor in 2013, having made his debut with the Orchestra in 2009. Highlights of his tenure have included collaborations with artists such as Bryn Terfel, Emanuel Ax, Truls Mork and Renee

Fleming, and the Orchestra's European Tour in 2014 which included appearances at the Edinburgh Festival, the Amsterdam Concertgebouw, the Mecklenburg-Vorpommern Festival and Copenhagen's Tivoli Concert Hall. Further current and future highlights with Sir Andrew Davis include a complete cycle of the Mahler symphonies.

The MSO also works with Associate Conductor Benjamin Northey and the Melbourne Symphony Orchestra Chorus, as well as with such eminent recent guest conductors as Thomas Ades, John Adams, Tan Dun, Charles Dutoit, Jakub Hrůša, Mark Wigglesworth, Markus Stenz and Simone Young. It has also collaborated with non-classical musicians including Burt Bacharach, Nick Cave, Sting, Tim Minchin, Ben Folds, DJ Jeff Mills and Flight Facilities.

The MSO reaches a wider audience through regular radio broadcasts, recordings and CD releases, including a Strauss cycle on ABC Classics which includes *Four Last Songs*, *Don Juan* and *Also sprach Zarathustra*, as well as *Ein Heldenleben* and *Four Symphonic Interludes* from *Intermezzo*, both led by Sir Andrew Davis. On the Chandos label the MSO has recently released Berlioz' *Harold en Italie* with James Ehnes and music by Charles Ives which includes Symphonies Nos. 1 and 2, as well as a range of orchestral works including *Three Places in New England*, again led by Sir Andrew Davis.



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Position Description

Job Title	Corporate Partnerships Manager	Date	January 2020
Department	Partnerships	Reports to	Senior Manager, Corporate Partnerships
Location	MSO Southbank Offices	Role Status	Full Time

1. POSITION PURPOSE

The Corporate Partnerships Manager is to perform a central role in the growth of corporate partnership engagement with the Melbourne Symphony Orchestra.

Working closely with the Senior Manager of Corporate Partnerships, the Managing Director and highly committed MSO Board Members, the Corporate Partnerships Manager will work to ensure high level client management of existing corporate partners and to identify and engage new corporate partners.

To be successful in this role, the Corporate Partnerships Manager will demonstrate an outstanding ability to authentically communicate the MSO value proposition and will bring an extensive experience in client management with businesses operating in the commercial sector.

2. MSO VALUES and BEHAVIOURS

Excellence	We are the best we can be, artistically and commercially.
Leadership	We lead by example as proud and passionate advocates of our art form and our people, in Australia and on the global stage.
Innovation	We are creative and seek new ways to inspire and engage our stakeholders.
Collaboration	We are one orchestra, and work cohesively with our partners and communities to achieve our goals.
Respect	We respect all those with whom we interact. We are ethical, honest, and transparent.
Accountability	We are responsible and accountable.
Diversity	We reflect the diversity of our stakeholders to remain relevant, vibrant and inclusive, and engage all aspects of the Victorian community we represent.

3. DIMENSIONS and WORKING RELATIONSHIPS

Reports to	Senior Manager, Corporate Partnerships
Direct working relationships	<ul style="list-style-type: none">• MSO Board of Directors• Corporate Partnership Coordinator and Event Manager• Finance, Philanthropy, Sales, Marketing and External Relations Teams• Education and Community Engagement Team• Musicians and Orchestral Management Team• Industry peers and influencers (within both finance and the performing arts)• Other internal and external stakeholders as appropriate

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4. MAJOR RESPONSIBILITY AREAS

The main responsibilities of the Corporate Partnerships Manager are:

- Corporate Partner procurement & renewal
 - Corporate Partner servicing
 - Regular reporting
 - Continuous Improvement/Innovation
 - Occupational Health and Safety
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5. KEY RESULT AREA

MAJOR ACTIVITIES

Corporate Partnership Procurement

- Prepare proposal documentation for prospective corporate partners where proactively identified or designated;
- Engage and negotiate with prospective corporate partners to achieve positive outcomes;
- Facilitate and lead designated partner renewals with existing corporate partners.

Corporate Partnership Servicing

- Attend MSO concerts and events to host corporate partners;
- Deliver on contracted outcomes & entitlements as described in the corporate partnership agreements;
- Develop and maintain a partnership servicing process, including ongoing regular face-to-face engagement with partners (ie WIPs).

Budgeting, Forecasting And Reporting

- Ensure accurate corporate partnership documentation and record keeping is maintained;
- Maintain and reconcile partnership budgets, including partner invoicing schedules and associated partner servicing costs, alongside MSO Finance team and Senior Manager, Corporate Partnerships.

External Reporting

- Provide accurate and timely reports relating to corporate partnerships as required;
- Develop and maintain client tracking documents with internal teams, including Box Office (Sales), Marketing and Artistic.

Team Leadership And Continuous Improvement

- Continually assess current work practices and processes and make necessary improvements to ensure that the corporate partnerships function is operating as effectively and efficiently as possible.

Occupational Health And Safety

- Comply with company policy and legislative obligations to ensure a safe workplace for staff, guests, patrons and stakeholders, both on MSO premises and at external venues.
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6. DECISION MAKING AUTHORITY

The position holder works under the general direction of the Senior Manager, Corporate Partnerships.

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7. ESSENTIAL CRITERIA

- Outstanding interpersonal skills with a strong capacity to communicate with authenticity to corporate partners;
 - Demonstrated experience in negotiating and servicing national partnerships;
 - Demonstrated experience in managing the end-to-end cycle of corporate partnerships including procurement, servicing and client management, reporting and renewal;
 - High level understanding and demonstrated experience in translating the objectives of corporate partners into tangible outcomes which are of high value for corporate partners;
 - Extensive experience in a diversity of industries, including the commercial sector;
 - Exceptional attention to detail and demonstrated commitment to the pursuit of the MSO's values;
 - Demonstrated experience using a customer relationship management database, preferably Tessitura.
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8. DESIRABLE CRITERIA

- Interest in/appreciation for orchestral music;
 - Experience in working with the Melbourne Chinese business community;
 - Experience in managing end-to-end client management with international corporate partnerships, with a preference to having worked in China, the US and Europe;
 - Experience in working with high-profile, international cultural or sporting events.
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9. PERSONAL CHARACTERISTICS

- Confident and entrepreneurial;
 - Ability to create and maintain strong working relationships – both internal and external to the MSO;
 - Exceptional attention to detail;
 - Ability to work autonomously and within a team as required;
 - Display initiative and drive to self-motivate and motivate others;
 - Positive outlook, strong enthusiasm and patience with managing numerous stakeholders.
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10. POSITION DESCRIPTION MAINTENANCE

Date of last review	January 2019
Conducted By:	Guy Ross, Chief Operating Officer Jayde Walker, Senior Manager, Corporate Partnerships
Date for next review:	January 2021

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Recruitment Process

This is an excellent time to be joining the MSO and a fantastic opportunity for a passionate arts professional. Working closely with a small but dedicated team, this role will be well-suited to someone looking to make a positive contribution to a much-loved cultural icon of Melbourne and Australia.

Key dates

Applications close 5pm Friday 7 February

Preferred start date as soon as possible

How to apply

To apply for this position please forward a covering letter, current resume and short statement addressing each of the essential criteria via email, with the subject line CORPORATE PARTNERSHIPS MANAGER APPLICATION – YOUR NAME, to:

Michael Stevens, Human Resources Coordinator

Email: jointheteam@mso.com.au

Referees will be sought from candidates following the interview process.

Unsuccessful candidates will be notified via email on the completion of the recruitment process.

No agency applications will be considered at this time.

Contact

For further confidential conversation about this opportunity please contact

Jayde Walker, Senior Manager, Corporate Partnerships

Telephone: +61 417 864 702

Email: walkerj@mso.com.au
