

# CHUNKY MOVE

## POSITION DESCRIPTION

### PARTNERSHIPS MANAGER

Chunky Move endeavours to redefine what is or what can be contemporary dance in an ever-evolving Australian culture. Our work is diverse in form and content encompassing productions for the stage, site specific, new-media and installation work.

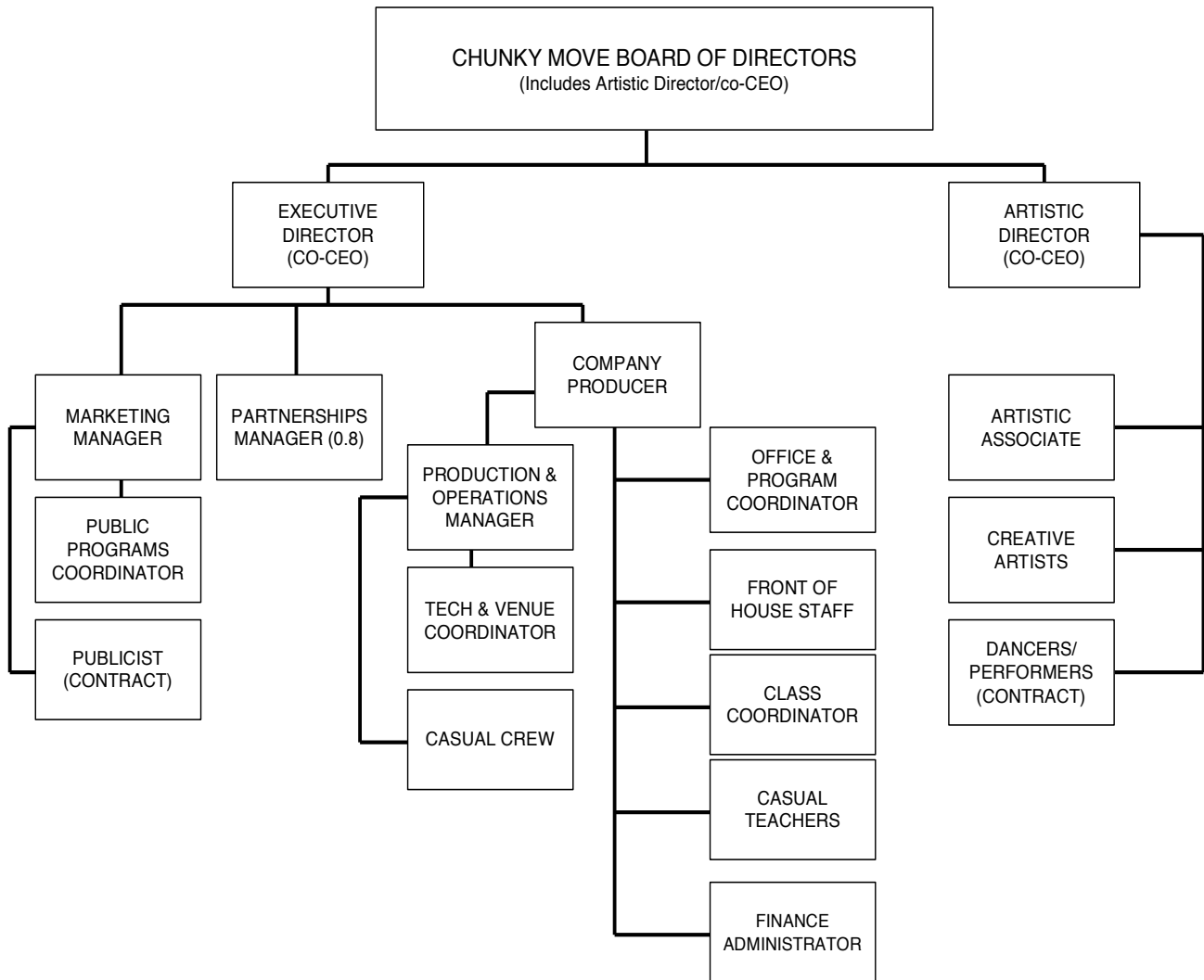
Led by internationally acclaimed Choreographer Anouk van Dijk, the Company's multi-tiered programming initiatives nurture and underpin a strong and vibrant dance culture in our home city of Melbourne and create critically acclaimed and popular productions of scale for presentations nationally and internationally.

Using contemporary Australian culture, social commentary and the tension between community and the individual as its springboard, Chunky Move's artistic vision is driven by an investigation into the multifaceted possibilities of the body; and its relationship to place, context and environment. We are defined by our unpredictability and strive to explore the many possibilities of contemporary dance through cross-genre collaborations and cultural exchange.

Founded by Artistic Director, Gideon Obarzanek in 1995, as the state of Victoria's flagship contemporary dance company, Chunky Move, under Obarzanek's leadership, established itself as one of the country's most innovative, awarded and internationally recognised performing arts companies. Since its inception, Chunky Move has operated under a model of creative porosity – a flow of creative people and ideas moving in and out of the Company – and is therefore, one of the few leading dance company's in Australia not operating under an ensemble model. Chunky Move does not have a full-time ensemble of dancers, but engages a range of creative artists on a contractual basis for every project it produces.

Chunky Move is a not-for-profit company and is supported by the Victorian Government through Creative Victoria and the Commonwealth Government through the Australia Council.

# CHUNKY MOVE ORGANISATIONAL CHART



1 July 2017

## CONTACT DETAILS:

Chunky Move Ltd  
 111 Sturt Street  
 Southbank VIC 3006  
 Ph: + 61 3 9645 5188  
 Email: [ben@chunkymove.com.au](mailto:ben@chunkymove.com.au)

Fax: + 61 3 9645 5199  
 Website: [www.chunkymove.com](http://www.chunkymove.com)

## **Role Purpose of the Partnerships Manager**

### **Position Objectives**

The Partnerships Manager is responsible for identifying, securing and fostering financial and in-kind support from partners including trusts and foundations, individual donors or philanthropists, corporate sponsors and government funding (excluding the core organisational funding agreements with Australia Council for the Arts and Creative Victoria).

The Partnerships Manager's role is to involve, retain and expand the number and diversity of Chunky Move's supporters, in the broadest sense of the word. This new position is part of the management team at Chunky Move and will play an important role in helping to drive the Company's future direction.

The Partnerships Manager role requires a proactive creative problem-solver with highly developed communication and interpersonal skills who is a collaborative and positive contributor to the Chunky Move team culture.

## **Reporting Structure**

This role reports directly to the Executive Director. The Partnerships Manager works closely with the Marketing & Communications Manager to create a cohesive approach to audience and supporter development.

## **Working Structure**

In undertaking the duties of this position, the Partnerships Manager will be required to work in direct co-operation with all Chunky Move personnel.

Other Key Relationships:

(Internal) Artistic Director, Company Producer, M&C Manager, Board members

(External) Trusts and Foundations, Government stakeholders, individual donors and sponsors

## **Accountabilities and Key Duties**

### **Strategy Development**

- Develop and implement a robust Partnership Plan in collaboration with the Executive Director; including goals, timetables and strategies for identification, qualification, cultivation and stewardship of current and prospective partners.
- Identify future needs, trends and resources for effective partnership-building as they relate to Chunky Move

### **Implementation**

- Develop schedules and maintain deadlines to ensure all initiatives are activated in a considered, strategic and timely manner to maximise high-quality partner relationships
- Plan and manage one major fundraising campaign annually
- Work closely with the Artistic Director on planning partner events during the development and performance of Chunky Move seasons
- Engage Board members to actively contribute to partnership development and fundraising efforts
- Plan and manage all partnership/donor special events
- Identify funding opportunities from philanthropic trusts and foundations and write grant applications
- Maintaining and servicing Chunky Move's in kind Partners as well as working on identifying, researching, and securing new cash and in-kind partnerships
- Work closely with the Marketing & Communications Manager and the Public Programs & Communications Coordinator on regular and tailored communications with partners

### **Financial Management**

- Develop the annual budget and targets for partnership-building activities and events in consultation with the Executive Director
- Manage and provide regular tracking updates on individual campaigns and project budgets
- Follow all financial processes within company timeframes and other budget requirements

## Research & Reporting

- Build understanding of the Company's supporters, audiences and our positioning in the Australian performing arts
- Maximise the use of the CRM system to build greater understanding of potential partners
- Deliver required acquittals to Trusts & Foundations, funding bodies and the Board
- Provide regular update reports for the bi-monthly Board meetings
- Prepare and collate post-event reports for project-specific partners
- Work collaboratively with all members of the Chunky Move team, artists, contractors and Board members

## Success in the Role will be measured by evidence of:

- Increased and broadened partnership base that diversifies Chunky Move's revenue streams
- High levels of partner engagement across the organisation
- Efficient budget management and delivery of activities and fundraising campaigns within allocated resources
- Meeting annual fundraising targets

## SPECIAL REQUIREMENTS

This is a part-time position at 0.8EFT. At times you will be required to work outside of normal business hours to attend Chunky Move events and meet the demands of this role. Flexible working hours will be negotiated with the Executive Director. From time to time, the Partnerships Manager will act as the Company's representative as required and where appropriate.

## Key Selection Criteria

### Essential

- A minimum of 3 years demonstrated experience in developing and implementing strategic partner development plans in the performing arts or creative industries
- Demonstrated evidence of creating effective, imaginative fundraising campaigns
- Experience in securing and developing a range of partnerships for a cultural organisation
- Exceptional communication, organisational and social skills
- Excellent attention to detail
- Strong conceptual, analytical and problem solving skills
- Demonstrated ability to manage demanding workloads and competing priorities with a high level of motivation, initiative and commitment to achieving targets
- Ability and interest in working productively in a small team

### Desirable

- Experience in using Salesforce CRM system

## Terms and Conditions

- This position is offered as a two year contract on a part-time basis, with an initial six month probationary period
- Chunky Move employees receive twenty days Annual Leave pro rata and ten days Sick/Personal Leave pro rata each year
- Flexible working hours are negotiable
- The position is located in Southbank, Melbourne
- Salary \$75,000 per annum pro rata, plus superannuation

## **Making an Application**

Please forward your application **by 5pm on Monday September 25, 2017** including:

- Your CV
- A letter addressing each of the Key Selection Criteria individually, and your reasons for wanting to work with Chunky Move (max 3 pages)
- Contact details for two professional referees

Mark your application CONFIDENTIAL and address to the Executive Director at:

Chunky Move

111 Sturt Street

Southbank VIC 3006

Or email to: [ben@chunkymove.com.au](mailto:ben@chunkymove.com.au)

For further information please contact (03) 9645 5188.

**CLOSING DATE: 5pm Monday September 25, 2017**

(Interviews will be held between October 6-12)