

Position Description | Partnerships Manager | Sculpture by the Sea

Role: Partnerships Manager
Department: Development
Location: Surry Hills, NSW (Sydney office)
Employment Type: Full-Time, Permanent Position
Salary: \$95,000-\$100,000 per annum plus superannuation

About Sculpture by the Sea Incorporated

Sculpture by the Sea Incorporated ('SXSINC') is a not-for-profit organisation that stages an annual series of free to the public outdoor sculpture exhibitions in Sydney along the Bondi to Tamarama coastal walk in late October to mid-November and Cottesloe Beach in Perth each March. Together, the two exhibitions feature approximately 180 sculptures of varying material, form, and scale, and attract a combined estimated audience of over 700,000 visitors.

The Sculpture by the Sea exhibitions are a major feature on the Australian cultural calendar attracting artists and visitors from across the world and have contributed significantly to raising the public profile of Sculpture as an art form in Australia. The exhibitions have supported the careers of many Australian sculptors and delivered substantial social, cultural, community, tourism, and educational benefits across the country.

SXSINC is committed to presenting innovative exhibitions for our visitors each year, growing the international profile of Sculpture by the Sea and to working closely and collaboratively with our sponsors and partners to meet their business and communication objectives.

Sculpture by the Sea generates a very high level of community goodwill and remains proudly free to the public. This is made possible with the support of sponsors, donors, government funding and the commission on sculpture sales, as well as a large and dedicated team of volunteers who contribute to the successful delivery of each exhibition.

In addition, SXSINC has created the Snowy Valleys Sculpture Trail in southern NSW as a globally unique outdoor collection spread across 150km in 14 locations. The Snowy Valleys Sculpture Trail was created in partnership with the local communities in response to the Black Summer fires of 2019-20 thanks to substantial disaster relief funding.

The Role

The Partnerships Manager is an integral member of the Development team reporting to the Head of Corporate Partnerships and working closely with the Founding CEO & Artistic Director.

This is a corporate-facing role that supports the development and implementation of the organisation's corporate partnership strategy to meet sponsorship targets and grow revenue streams, both cash and in-kind through strategic and mutually beneficial partnerships.

This role will work collaboratively to: contribute to broader strategic and revenue objectives by building and maintaining professional networks; identifying a strong pipeline of prospective corporate partners; securing and managing new corporate sponsorships; meeting and managing financial targets; managing and assisting in the stewardship of existing partner relationships; and ensuring our contractual obligations are delivered on time and to a high standard.

Key Responsibilities

1. Partnership Development & Delivery

- Research and identify new sponsorship opportunities and prepare tailored proposals.
- Secure new cash and in-kind partnerships aligned with strategic priorities.

- Manage a number of our sponsorship partnerships, ensuring a high-quality sponsor experience.
- Deliver all contractual sponsor benefits, including sponsor relationships with artists, corporate hospitality, signage, branding, marketing, content creation, invoicing, timelines, and budgeting.
- Coordinate corporate partner events, prospecting activities, and on-site activations.
- Represent SXSINC professionally and positively, fostering collaboration across our staff teams.

2. Stakeholder Engagement

- Build and maintain strong relationships with internal and external stakeholders, including sponsors and their senior executives, our high level philanthropic patrons (where relevant), and event/venue partners.
- Liaise with external suppliers to identify opportunities for cost efficiencies and quality improvements across activations and our corporate hospitality program.

3. Contracting, Reporting & Administration

- Negotiate and manage partner agreements in consultation with the Head of Corporate Partnerships and the Founding CEO & Artistic Director.
- Prepare post-exhibition reports and partnership acquittals, coordinating with our Marketing and Design staff.
- Maintain sponsorship matrices, signage schedules, social media schedules, and internal data management systems.

4. Marketing & Communications

- Collaborate with our Marketing staff member and our external public relations and social media agencies to deliver sponsor-related communications, including media releases, e-newsletters, and social media content.
- Coordinate content creation with sponsors and our Marketing staff to ensure consistent messaging before, during, and after exhibitions.

5. On-Site Partner Management

- Oversee on-site partner activations, including as lead in the Work in Progress meetings for partnerships you manage.
- Manage timelines, deliverables, and ensure the overall sponsor experience meets a very high standard and all contractual obligations.

Reports to:

- Head of Corporate Partnerships (primary)
- Founding CEO & Artistic Director (secondary)

During exhibition periods, a contracted Events Coordinator will lead a team of event runners to deliver the corporate hospitality program, and will report directly to the Partnerships Manager for the partnership portfolio the role manages.

Internal Relationships:

- Company Manager
- Chief Financial Officer
- Exhibition Site & Logistics Manager
- Production Manager
- WA Stakeholder Consultant
- Marketing / Design Staff

External Relationships:

- Existing sponsors (corporate, government, tourism, media partners)
- Event and hospitality partners (beverage and venues)
- The exhibiting artists who receive benefits from and work with our sponsors
- Media agencies

- Philanthropic patrons and donors

Selection Criteria – Your Capabilities, Experience & Qualifications

1. Qualifications & Experience:

- Tertiary qualification in a relevant field (business, marketing, events) with a minimum of 5 years experience in a similar role.
- Demonstrated experience securing new partnerships both cash and in-kind.
- Demonstrated experience in developing and supporting partnership strategies, business development, and account management.
- Experience in fundraising, partnerships, or private philanthropy within the arts, cultural, or not-for-profit sectors.
- Experience delivering partnerships within an events platform, including marketing, activations, corporate hospitality, and coordination of staff, suppliers, and logistics.
- Proven ability to plan, manage, and finalise projects to deadlines.

2. Stakeholder & Relationship Management:

- Confident, collaborative, and able to build meaningful relationships with internal and external stakeholders.
- Strong stakeholder management skills with the ability to maintain high-value partner relationships.
- Strong interpersonal skills with confidence engaging both internal teams and external partners.
- Attention to detail for all aspects of the sponsorship partnership.

3. Skills & Competencies:

- Excellent communication, negotiation, and project management skills.
- Financial and budget management skills, including high level cost–benefit analysis.
- Ability to manage competing priorities and deliver outcomes on time.
- Organised, proactive, and able to manage multiple tasks under tight deadlines.
- Ability to work independently and collaboratively within a small team environment.
- Enthusiastic, adaptable, and committed to supporting high-quality arts programs.

4. Technical & Practical Requirements:

- Proficient in Microsoft Office and Excel – Desirable experience with databases (Sage ACT!), InDesign, CANVA, and social media platforms.
- Valid driver’s license.
- Flexibility to travel, including to Perth for up to four weeks annually, across up to three or four visits, including one three week stay during *Sculpture by the Sea, Cottesloe*.
- Work from Surry Hills office in Sydney.
- Passion for the arts and community benefits with a drive to work in a not-for-profit environment with a creative, dynamic approach.

How to Apply

Please send your resume and a covering letter detailing your interest in and suitability for the role by addressing the role’s requirements, key knowledge, and experience **by 5pm, Monday 4 May 2026** to:

Meg Gold

Head of Corporate Partnerships

Email: meg.gold@sculpturebythesea.com