

POSITION PROFILE

Position Title:	Head of Industry Partnerships & Alumni	Organisation unit:	Partnerships & Engagement
Employment term:	3 Years	Date Effective:	NOV 2021

POSITION SUMMARY

The Head of Industry Partnerships & Alumni is a critical strategic role to deepen NIDA's partnerships with performing arts, screen, and interactive games industries, and importantly, NIDA alumni.

The primary purpose of the role is to manage and implement an industry partnership strategy that creates value for students, alumni, and our industry partners both in Australia and overseas, and to develop, manage and implement NIDA's alumni strategy. This will include supporting students and alumni to develop career pathways; to support Australian industry innovation, and to enhance NIDA's brand as an essential global and future-focused creative organisation.

KEY ACCOUNTABILITIES**Develop, enhance and build trusted relationships between NIDA performing arts, screen and interactive games industries and alumni.**

- Identify and develop new relationships with a wide range of creative industry partners and cultural relationships to actively develop multiple pathways and opportunities for students and alumni
- Deepen existing industry partnerships and nurture potential relationships that are mutually beneficial
- Ongoing, pro-active, and responsive relationship management with a diverse range of industry partners
- Seek input from alumni and ascertain alumni needs to develop an alumni plan and activities to support alumni's career development.

Industry Engagement**A) Professional Development & Industry Networking Program**

- Develop and manage a professional skills development program that may include talks programs, workshops, and other events with a focus on career development and thought leadership
- Develop and implement networking and discussion sessions that spark industry conversations and new thinking including interactive and entrepreneurial performance practices
- Establish opportunities that leverage networks, where our alumni can lead, collaborate and/or seek advice throughout their career journey with other alumni, NIDA, and various creative industries more broadly
- Plan and implement a variety of industry engagement projects and initiatives including industry tours, online information sessions, and event sponsorships.

B) Partnership Communications & Admin

- Develop effective partnership communication material and collateral to promote Industry engagement and learning opportunities to new and existing partners
- Develop a calendar of performance events and talent scouting opportunities
- Organise invitations to Open Day, Student Productions, and other relevant events for industry partners
- Maintain industry contact lists

Create and distribute reports relating to Industry participation in events and engagement.

Alumni Engagement

- Develop and implement an alumni outreach program to establish more effective partnerships with NIDA alumni and the broader industry and community.
- Organise alumni events and a program of activity that supports NIDA's outreach goals
- Manage alumni database and information
- Develop, in line with the marketing group, alumni communications.

Other accountabilities

- Build and manage positive relationships with NIDA staff
- Undertake other relevant duties as required by the Senior Advisor to the CEO or on occasion for the CEO and Partnerships and Engagement Director
- Adhere to all WHS requirements of the organisation and relevant associated legislation.

KEY CHALLENGES

- Self-motivation and persistence in pursuing and achieving engagement goals
- Uphold and promote NIDA brand values in all communication with all stakeholders
- Collecting information, data analysis and preparing documents relevant to the delivery of projects
- Maintaining accurate, detailed records of engagement projects, initiatives and reporting on outcomes
- Ensuring positive relationships with a wide variety of stakeholders.

KEY PROFESSIONAL RELATIONSHIPS

Reports to: Senior Advisor to the CEO

Supervises: Nil

Internal: Marketing and Communications Team, Development, Director in Residence, Student Engagement, Production, NIDA Open, NIDA Corporate, Academic Staff, CEO, NIDA staff.

External: Industry stakeholders across the whole performing arts ecosystem, creative industries including screen, digital media, new technologies and entertainment in the broadest sense, donors, and corporate partners.

SELECTION CRITERIA

Essential:

- Informed industry person and fresh thinker who can create and devise program ideas based on a strong understanding of sector issues and people
- Understands NIDA alumni, needs across the disciplines, knows what will gain traction – close to the ground
- Is culturally sensitive and evolved
- Excellent networker with the ability to develop and sustain trusted strategic and diverse relationships with individuals and organisations as needed
- Understanding of creative industries (existing and future)
- Excellent communicator in all ways (verbally – formally and informally), writer for different audiences including formal written partnership proposals and pitches
- Proven effectiveness in developing and sustaining successful partnerships
- Good networks for reaching out to and securing high profile speakers. Persuasive and a good negotiator
- Experience developing partnership proposals and ability to contribute to writing engaging copy for various platforms, web, EDM, social
- Highly organised, solution focussed and works well in a team environment
- Excellent verbal and written communication and positive relationship management skills
- Understanding and awareness of the challenges of First Nations, People of Colour potential applicants and students and people with disabilities
- Effective self-management skills including ability to prioritise, problem solve, and follow through to completion
- Willingness to embrace organisational change and think agilely and work flexibly.

Desirable:

- Passion for the performing arts and screen industry.
- Experience in a not for profit and/or government or educational environment.

CONTINUOUS REVIEW

This Position profile will be reviewed and updated on a regular basis to reflect changes in the requirements of the position.