



Nickel Plate Arts
PARTNERSHIP MANAGER

The PARTNERSHIP MANAGER will be the primary contact for partner groups who regularly work with Nickel Plate Arts to cultivate arts resources in Eastern Hamilton County and Central Indiana. Those groups include the Indiana Arts Commission (IAC) Region 7 partners; Noblesville Arts Council; Fishers Creative Council; Nickel Plate Arts' featured organizational partners, sponsors, and donors; and other key regional stakeholders. This role includes contracted activities with the IAC, the City of Noblesville and the Fishers Arts and Culture Commission (FA+CC), as well as projects related to signature events and initiatives with Nickel Plate Arts. Reporting to the Director, the PARTNERSHIP MANAGER will be the primary contact between Nickel Plate Arts and these groups that provide or participate in arts activities in our region.

The PARTNERSHIP MANAGER is ultimately responsible for creating, growing and supporting relationships that result in a stronger local arts community. The ideal candidate is a natural diplomat, who enjoys initiating conversations and looking for shared interests and opportunities, and who can navigate conflicting interests and limitations to find creative paths to success for all partners and Nickel Plate Arts. This employee must be able to understand, address and advocate for partners' needs and interests as they relate to the core goals and mission of Nickel Plate Arts. Performance measurements will include (but are not limited to):

- Number of partner organizations engaged year over year
- Frequency and effectiveness of partner engagement in Nickel Plate Arts signature events and opportunities
- Satisfaction of contracting agencies, including the IAC, City of Noblesville, and FA+CC
- Feedback from partners
- Effectiveness of teamwork internally and with external partners.
- Demonstrated creativity in solving problems and connecting organizations with resources and with Nickel Plate Arts

Department: Nickel Plate Arts

Reports to: Nickel Plate Arts Executive Director

Job Classification: Full-Time, salaried (40 hours/week), Manager

Salary: \$43,680/yr

Duties and Responsibilities:

- Manage the Regional Arts Partner program for the IAC: up to 20%
 - o Serve as the primary regional contact for the Regional Arts Partners program
 - o Regularly share information and opportunities, provide referrals & connections
 - o Attend IAC regional partner meetings
 - o Submit Partner final report to the IAC annually
 - o Manage grant process for the Regional Partner program

- Review and approve grantee final reports
- Manage current grantees
- Manage and grow Nickel Plate Arts' Featured Partner program: up to 20%
 - Communicate with Featured Partners monthly
 - Ensure that Featured Partner rewards are fully and accurately fulfilled
 - Grow the partnership program by recruiting new Featured Partners, renewing existing partners annually, and exploring new potential relationships with businesses and organizations interested in supporting and growing the arts
 - Research regional arts providers
 - Initiate contact with new arts providers and potential partners
 - Gather, organize and post Featured Partner information using the following:
 - Nickel Plate Arts website
 - E-Newsletters (via Bloomerang)
 - Social media
 - Hamilton County Tourism PIN
 - Printed materials
 - Share electronic files of advertising
 - Annual reports
 - Solicit and address Featured Partner needs and concerns, provide referrals
 - Meet with Featured Partners at least twice annually and/or recruit Featured Partner participation in other scheduled meetings, such as the Noblesville Arts Council or Fishers Creative Council
 - Advocate for including partners in events & programs as needed
- Lead Noblesville Arts Council: up to 10%
 - Coordinate quarterly meetings
 - Manage committees
 - Assist or lead advertising and communication strategies as necessary, including managing the Noblesville Cultural Arts District Facebook page
 - Report to Executive Director regularly about the following:
 - Data & metrics from the council to share with City staff and officials
 - Problems/roadblocks facing the council or council members
 - Ideas/goals for the council or from council members
- Lead Fishers Creative Council: up to 10%
 - Coordinate bi-monthly meetings or check-ins
 - Manage the Creative Council's goals
 - Advocate for communications, collaboration, & relationship-building among council members
 - Connect with Fishers Arts Council regularly
 - Report to Executive Director regularly about the following:
 - Data & metrics to share with Fishers Arts & Culture Commission & City
 - Problems/Roadblocks facing the council or council members
 - Ideas/Goals for the council or from council members
- Assist with Nickel Plate Arts Events & Programs: up to 10 %
 - Collaborate with other staff to make sure that partner needs are addressed
 - Lead programming and/or provide front-line service for event attendees
 - Assist with set up and/or tear down of events

- Assist with our beer and wine bar at events when needed
- Many events take place on nights and/or weekends and availability will be required: dates will be provided far in advance.
- Assist with Nickel Plate Arts Marketing & Promotion: up to 10%
 - Collaborate with other staff to make sure partner needs are addressed and that partner information is accurately represented
 - Post on social media when needed and/or support other staff in posting
 - Occasional on-camera appearances may be required to help promote events and opportunities
- Other Duties as assigned: up to 10%

Education and Experience:

- At least 2 years of experience working directly with non-employee constituents, such as contractors, students, volunteers, donors, etc.
- Previous experience working in an arts and/or cultural environment or with artists
- Preferred: Bachelor's degree or at least 4 years of equivalent professional experience
- Preferred: Previous experience with grants and grants programs

Skills, knowledge, and abilities:

- Must enjoy the arts in all forms
- Must be eager to initiate conversations & new relationships
- Outstanding written and oral communication skills
- Organizational skills, ability to track and manage detailed processes
- Must be comfortable with email, video chat, and phone conversations
- Ability to establish and manage trusted relationships with community members
- Ability to work as part of a team
- Must have comfort with and understanding of successful arts programming and events in a broad range of media and skills
- Must be able to obtain a valid server's permit and serve alcohol at events
- Must be able to drive to meeting with partners throughout Central Indiana
- To support and assist with programming, needs to be able to carry 30 lbs
- Some weekend and evening availability will be required for partner meetings and arts events

Benefits include:

- Medical, dental, vision, life coverage for employee
- Paid time off
- Phone reimbursement available
- Eligible for retirement benefits after one year