

# BRISBANE FESTIVAL

## Sponsorship and Events Coordinator

### About us:

Each September Brisbane Festival unites the city in a celebratory fusion of culture with a thrilling program of theatre, music, dance, circus, opera and major public events such as Sunsuper Riverfire. A \$16 million premier international event, Brisbane Festival is the biggest event of its kind in Queensland with over one million people coming together to join the festivities. With a core staff of approximately 15 and a Board of 10 Directors, Brisbane Festival builds to a peak in September with 80+ staff, 150+ contractors, 300+ volunteers, and 1500+ artists.

### Position Summary:

The Sponsorship and Events Coordinator is a critical person in the Development team. The role covers a broad range of activities that are key to the success of Brisbane Festival including corporate events, government relations and is the primary administrator for the entire sponsorship portfolio. Brisbane Festival is renowned in the arts industry as exemplifying best practise in the sponsorship field and this role is a great learning ground for anyone keen to develop their skills while delivering to a multi-million dollar portfolio of business partners.

The primary purpose of this role is to be the first point of contact for all sponsors, to ensure timely delivery of all sponsorship benefits, to manage a complex database and to administer sponsorship reports.

### Reporting

Reports to: Business Development Director

Positions reporting to role: n/a

### Communication

In respect to internal and external relations the Sponsorship and Events Coordinator shall:

- Regularly liaise with Partner company representatives at all operational levels;
- Work closely with the Development team and other Brisbane Festival teams to carry out the role;
- Be a key member of the Administration team representing the Development department and be a conduit for information for the team..

### Financial Delegation

- n/a

### Roles and Duties

**Administer key sponsorship, philanthropy and development activities including, but not necessarily limited to:**

- Preparing sponsorship proposal documents and sponsorship contracts;

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- Maintaining accurate and timely information including database management;
- Overseeing and delivering all sponsorship benefits to a wide range of sponsors including ticketing, event invitations, signage, advertising, logo recognition and branding, in ways that are always timely, accurate and within budget;
- Assist the team to research prospective sponsors and business and grant opportunities;

Assisting the Development Director and Sponsorship Manager through administration tasks which may include:

- Filing and record keeping;
- Invoicing and following financial procedures;

Develop and maintain strong interpersonal relationships with sponsors and other teams at the Festival. Represent the Festival at corporate events including Opening Nights, launches and post show performances.

Administer and implement Development department procedures, template updates and effective operational systems;

## **Systems**

- Utilise the organisation-wide systems in accordance with policies and procedures provided;

## **WHS**

- Take an active role in effectively implementing Brisbane Festival's WHS policy.

## **Selection Criteria**

### Essential

1. Exemplary attention to detail, adaptability, high level interpersonal skills;
2. Demonstrated time management, administration and organisational skills;
3. Advanced computer skills and the demonstrated ability to quickly learn new software applications such as Datafest (the Brisbane Festival database program);
4. Expert written and verbal communication skills; and
5. Highest level personal presentation and self-confidence.

### Desirable

1. Experience in an event or festival environment;
2. Knowledge of the arts sector;
3. Demonstrated project management experience; and
4. Experience working with Sponsors and donors.

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## HOW TO APPLY

Please apply by email only. Address your application to: Danica Bennett - Development Director - busdevrecruit@brisbanefestival.com.au

Please provide your résumé including at least two referees, as well as a statement indicating how you meet the selection criteria listed. A cover letter is optional.

***Brisbane Festival is an equal opportunity employer. Our vision is to have a team which reflects the breadth and diversity of Brisbane's population. We particularly encourage Aboriginal and Torres Strait Islander people to apply.***

***Applications close 5pm Monday 25 February 2019***

## Privacy

The following is extracted from our Privacy Policy. If you wish to view the entire policy, please request a copy via the email address above.

### 3.3 Information for job applicants (including volunteers)

#### 3.3.1 collection of your personal information

If you are applying for a job with us, you may be required to provide us with certain personal information, including your:

- Name
- Residential address
- Postal address
- Telephone numbers
- Email address
- Employment history
- Educational background

in person, over the telephone, by fax or email, as part of, or in relation to, your job application.

In considering your information, we may also collect information about you from the referees you nominate in your application.

#### 3.3.2 Use of your personal information

We will only use your personal information for the purposes of considering your application and, if successful, your employment.

#### 3.3.3 Disclosure of personal information

In considering your application, it may be necessary for us to disclose some of your personal information to third parties in order to verify the accuracy of that information. We will disclose only such information as is necessary in the circumstances.