

PARTNERSHIPS EXECUTIVE

Employment	Full time
Reports to	Government Relations & Events Manager
Liases with	Marketing team including Publicity Production team Programming team Ticketing team Partners: Government, Corporate, Hospitality, Media, Restaurant, Production, Professional partners

Purpose of position:

The purpose of the Partnerships team is to meet the Festival's fundraising targets through the acquisition of cash and in-kind sponsorship from the government & corporate sector and the maintenance and development of the Festival's existing sponsorship relationships.

The Partnerships Executive supports the department with administration, ticketing, corporate hospitality, stakeholder liaison and account management.

Duties include:

- Administration of Sydney Festival dining program 'Festival Feasts' including proposal development, presentation to new prospects & existing partners, acquisition of cash & in-kind restaurant partnerships, delivery of all partner benefits, collating & analysis of results.
- Coordination of media, corporate, restaurant and production partnership contracts and account management.
- Support the implementation and delivery of partnership benefits, including marketing (advertising & branding), ticketing and hospitality in an efficient and effective manner.
- Work closely with Marketing, Production, Ticketing and Programming departments to roll out partnership benefits across the portfolio of Sydney Festival sponsors.
- Updating and tracking of budgets for Festival Feasts and accounts
- Report and proposal writing and assistance in collation of information such as graphics, statistics, photography, ticketing benefits, etc.
- Other tasks as required.

Essential requirements:

- Exceptional organisational skills, high level attention to detail and time management.
- Administration experience within professional organisation
- Experience in working with a portfolio of accounts and successful management of partner relationships
- Highly developed interpersonal and communication skills, both written and oral.
- Strong team, collaboration and relationship management skills

TO APPLY

Send in your CV along with a brief statement containing an outline of what you bring to the role and your understanding of Sydney Festival.

Email to: thomas.hamilton@sydneyfestival.org.au

**SYDNEY
FESTIVAL**