

Sponsorship Coordinator

Sculpture by the Sea, one of Australia's most dynamic arts organisations, is seeking an energetic, highly driven, enthusiastic and self-motivated Sponsorship and Events Coordinator.

The role offers the right candidate an opportunity to apply everything they know as well as learn and grow in a dynamic and hands-on environment.

- ✓ Iconic Arts Event
- ✓ Cool Office in Surry Hills
- ✓ Fun vibrant team environment
- ✓ Opportunity for growth

If this is you, please apply without delay via the link including your CV and a cover letter addressing the selection criteria.

Sculpture by the Sea Incorporated, which produces the annual *Sculpture by the Sea, Bondi* in Sydney and *Sculpture by the Sea, Cottesloe* in Perth, has an exciting opportunity for an enthusiastic and self motivated person to join our exhibition team as Sponsorship and Events Coordinator.

The position is based in Sydney and reports to the National Sponsorship Manager. The role will include supporting the development of new sponsorships and working to continue excellent relationships with current sponsors. This will include proactive research, brainstorming and supporting the Sponsorship Manager with preparing proposals as well as a range of administrative duties such as preparing sponsorship proposal documents and writing exhibition reports.

Responsibilities:

- Supporting the Sponsorship Manager with all aspects of the delivery of contractual sponsor benefits, including marketing and branding.
- Excellent relationship management skills, including working with a variety of senior stakeholders on a daily basis including high level executives, board members, sponsors and patrons. Building and sustaining exceptional relationships with internal and external suppliers, liaising with our sponsor's key points of contact, our event partners and hospitality function partners related to sponsor activity.
- Administration including research for new sponsorship opportunities and writing detailed proposals and post event reports.
- Administration for all sponsor events and managing RSVP's and guest lists.
- Responsibility for negotiating and contracting terms of agreement in consultation with the Sponsorship Manager.
- Responsibility for planning and ensuring a high standard of delivery of the corporate hospitality program for the Bondi and the Cottesloe Exhibitions. This entails negotiating with suppliers, detailed event planning, the management of the event runners and the on the day logistics of all hospitality events for sponsors. This may include some late nights and weekend work as required, especially during the exhibition period.
- Responsibility for hiring equipment and event materials, in relation to these events, as well as updating and managing inventories.
- Ability to support the Production Manager and Company Director with additional event management when required.
- Sponsorship invoicing and managing the payment schedule.

- Maintenance of the Internal Data Management system.
- To be proactive in seeking new learning opportunities, be able to problem solve in stressful situations and manage a varied and busy workload.
- A demonstrated passion for the arts and the drive to work in a not-for profit environment and keen to develop your position in a creative and driven role.

Skills and Qualifications:

- Tertiary educated in business studies, marketing or similar.
- Excellent communication skills, including verbal, writing and proof reading skills.
- Excellent project management and administrative skills.
- Strong event management skills.
- Highly Organised.
- Flexible and adaptable to working within a small very hands-on organisation.
- Strong stakeholder engagement and influencing skills.
- Ability to manage multiple tasks, to be proactive and always keen to help and learn.
- Essential skills: Microsoft Word, Excel, PowerPoint and mail merges; email and web searches.
- Well-developed oral and written communication skills.
- You must hold a valid and current Driver's License.
- Desired skills: Experience with database systems (Sage ACT!), knowledge of design packages, and social media implementation.
- Minimum 2 years' experience in a similar corporate sponsorship coordinator role.

Selection Criteria:

- Proven direct experience with running corporate hospitality events, including managing event runners, negotiating with suppliers and ensuring high standard of event delivery.
- Demonstrated project planning and administration skills, including experience in planning, overseeing and finalising the completion of projects to deadlines.
- Excellent interpersonal skills with the confidence and experience in engaging with a wide range of internal and external stakeholders.
- Have a passion for the arts and the drive to work in a not-for profit environment and keen to develop your position in a creative and driven production role.
- Ability to work autonomously and in a team.
- Keen to learn, be forward thinking and able to manage a varied and very busy workload.
- Well organised and highly proficient in administration skills including the finesse and management of the exhibitions production timelines.
- Friendly, enthusiastic and excited to join a small team working to occasional demanding deadlines.
- Confident working with a variety of stakeholders on a daily basis including the exhibiting artists, and our Founding Director, the wider Sculpture by the Sea team, event suppliers, high profile sponsors, patrons as well as our board of directors.
- Assist with all hire equipment and event materials including working with and managing interns, volunteers and event runners during exhibition.
- Willing and confident to work away from Sydney as and when required including 4 - 5 weeks in Perth each March for Sculpture by the Sea, Cottesloe.