



## Position Description

<b>Position Title:</b>	Corporate Partnerships Executive
<b>Department:</b>	Office of the Chief Executive Officer
<b>Classification / Level:</b>	P&A5
<b>Ordinary working hours &amp; days:</b>	Working hours will be between Monday to Friday. Some out of hours work will be required on weekends and evenings as per Special Conditions, below.
<b>Reporting to:</b>	Manager, Corporate Partnerships
<b>Positions reporting to this role:</b>	Nil
<b>Significant working relationships:</b>	<ul style="list-style-type: none"> <li>• CEO, Management Team and Trustees</li> <li>• Government and Business Leaders</li> <li>• Marketing Team</li> <li>• Programming Team</li> <li>• Communications and Public Affairs</li> <li>• Adelaide Festival Centre Foundation</li> </ul>
<b>Decision Making/Purchasing Authority:</b>	Within delegated authority levels.
<b>Special Conditions:</b>	<p>Some out of office hours work will be required on a regular basis as attendance at and hosting of corporate functions and events is an essential requirement to the position.</p> <p>Intrastate and interstate travel may be required.</p>
<b>Information on Adelaide Festival Centre</b>	Adelaide Festival Centre is central to the Arts in South Australia and an integral part of community life in the state. Adelaide Festival Centre welcomes the community, artists and companies and provides arts leadership in SA. We celebrate and showcase Australian artistic achievements, develop them for a world audience and bring stimulating ideas and projects to our state.
<b>Department Overview</b>	The mission of Corporate Partnerships is to actively source supporters and sponsors and create opportunities for mutually beneficial partnerships that fund Adelaide Festival Centre programs. Best practice, contemporaneous techniques are used to manage those partnerships cost effectively.
<b>Summary of Key Purpose:</b>	To service corporate sponsorship accounts and assist the Manager, Corporate Partnerships to actively develop new sponsorship agreements. To increase sponsorship revenue from corporations, businesses and community groups to achieve Adelaide Festival Centre's growth objectives. To create relationships within all segments of the business community. To assist with making compelling sponsorship proposals that achieve revenue and profit targets.

<b>Key Result Area / Accountabilities:</b>
Contribute to the identification and development of mutually beneficial cash and in-kind corporate sponsorships or partnership opportunities for a variety of festivals, programs and one-off events.
Be accountable for and achieve individual targets pre-determined by the Manager, Corporate Partnerships.
Be responsible for account managing a portfolio of corporate partners across the Adelaide Festival Centre.
Successfully achieve individual servicing budgets for Adelaide Festival Centre partnerships, festival partnerships, events and activities.
Establish and maintain proactive working relationships with key stakeholders and partners including in State and Federal Government Departments and community groups
Under the guidance of the Manager, Corporate Partnerships, work with key Commercial Partnerships, Centre Hospitality, Events, Programming, Marketing, Communications and Public Affairs staff to develop corporate hospitality and partnership proposals to fit with the mutual objectives of the business.
Assist the Manager, Corporate Partnerships to work with Marketing, Communications and Public Affairs staff to present proposals to prospects and secure signed contracts for cash and in-kind partnerships.
Working with the Manager, Corporate Partnerships, identify, develop and deliver ways to promote opportunities for partnerships (including Corporate Hospitality and Sponsorship) at the Adelaide Festival Centre to prospects, including networking at events, marketing collateral.
Work with the Manager, Corporate Partnerships, Marketing and the Commercial Partnerships, Centre Hospitality and Events Teams to ensure that 100% agreed corporate partnership benefits are delivered by the Adelaide Festival Centre in a timely manner, and that partnership payments are received as agreed. This includes but is not limited to coordinating corporate branding, event planning and ticketing.
Compile written reports as necessary, to all corporate partners on their partnership investment and benefits provided by Adelaide Festival Centre, after receiving internal and external feedback.
Work with Marketing, Communications and Public Affairs on creative cross-promotional campaigns and events for corporate partners and ensure that promotional and visual concepts are consistent with Adelaide Festival Centre's media and publicity guidelines.
Maintain all department financial records, credit card reconciliations, partnership invoicing and processing of purchase orders and accounts payable, as per required procedure.
<b>General</b>
Comply with all AFC policies & procedures not limited to WH&S and Records Management.
Perform any other duties as directed by the manager, within level of skills, experience and competence.
Provide outstanding customer service on a daily basis by demonstrating respect, listening to and working with our customers, both internal and external, to achieve positive outcomes, where possible, for all involved.
At all times behave in a manner which is conducive to the values and expected behaviours at the Festival Centre and consistent with those prescribed in the Code of Ethics for the South Australian Public Sector.

Demonstrate appropriate behavior and adhere to AFCT's policies and procedures in relation to EEO and the prevention of Bullying and Harassment in the workplace
<b>EBMS (Event Business Management System)</b>
Employees are responsible for ensuring that they attend compulsory EBMS Training and seek further EBMS Training as needed to perform their role.
<b>Records Management</b>
All records created within the conduct of AFCT business to be managed in accordance with AFCT's Record Management Policy, associated policies, procedures and legislation.
<b>Work Health &amp; Safety Responsibilities (WH&amp;S)</b>
Care for your own and others' health and safety.
Comply with any reasonable instruction from the department, so far as you are reasonably able.
Cooperate with all reasonable departmental policies and procedures.
Comply with the WHS legislation.
Wear and maintain Personal Protective Equipment (PPE) as directed.
Use other safety and emergency equipment provided in the workplace.
Assist with and conduct risk assessments.
Report a hazard, incident, injury or illness arising from workplace activities within 24 hours.
Implement WHS policies, procedures and safe systems of work.

OFFICIAL

<b>Key Competencies:</b>	<b>Requirement</b>
<b>Qualifications / Education</b>	
Tertiary qualifications in Sales, Marketing or a Business-related field.	Highly Desirable
<b>Knowledge / Skills / Abilities</b>	
Excellent client/account management skills	Essential
Strong negotiation skills and ability to close a sale.	Essential
Excellent standard of presentation and communication.	Essential
Be a go-getter with the ability to work in a very autonomous environment.	Essential
An enthusiastic, consultative team-building style with the ability to accept responsibility for making decisions.	Essential
A proactive, enthusiastic, collaborative and results-orientated focus.	Essential
Lateral thinking and problem-solving skills.	Essential
The ability to achieve financial targets and meet deadlines.	Essential
An understanding of business ethics and procedures.	Essential
A high degree of computer literacy in MS Office suite	Essential
Driver's license.	Essential
A passion for the arts.	Highly desirable
Established networks and communication channels within both the local and national corporate sectors.	Highly desirable
<b>Experience</b>	
A strong understanding of and experience with account management.	Essential
Experience preparing and presenting business case propositions.	Essential
Previous successful sales, sponsorship or fundraising experience	Essential
Experience with the preparation of grant applications, sales proposals or similar.	Highly Desirable

.....  
Signature of Incumbent:

.....  
Date: