

Shepparton Arts Festival Inc. (SAFI)

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Position Description (Independent Sub-contractor) Partnerships Coordinator

Service Requirements: Develop and manage partnerships to support the Shepparton Festival.

Contract Duration: August 2024 – August 2025, inclusive.

Fee for Services: \$18,000

Hours: Work is expected to be completed in roughly 1 – 2 days per week on a flexible basis. There will be peaks and troughs in the workload throughout the year, which will be managed by the contractor. Work outside office hours may be required.

Location: Shepparton

Reporting to: Festival Director (FD)

THE ROLE

The Partnerships Coordinator is responsible for building and maintaining relationships with sponsors, donors, and community partners to support the Shepparton Arts Festival. This role requires strategic planning, effective communication, and strong organisational skills to ensure successful partnership outcomes.

MAIN DUTIES/RESPONSIBILITIES

Partnership Development

Identify and approach potential sponsors, donors, and partners.
Develop and present proposals to secure partnerships and funding.
Maintain a database of current and potential partners.
Ensure timely follow-up and engagement with partners.

Relationship Management

Serve as the main point of contact for all partners and sponsors.
Develop and implement partner engagement plans.
Assist with the organising and coordination of partner events and activities.
Provide regular updates and reports to partners on festival activities and impact.

Contract Management

Develop and manage partnership agreements and contracts.
Ensure all partnership deliverables and obligations are met.
Oversee the contract management tracker for funding partners and SAFI contractors.

Marketing and Promotion

Collaborate with the SAFI Marketing & Media Coordinator to promote partnerships.
Assist in the development of promotional materials highlighting partnership contributions.
Ensure partner recognition across festival marketing platforms.

Event Support

Coordinate partner participation and presence at festival events.
Attend SAFI events as required to support partners.

SKILLS & EXPERIENCE

Skills

Excellent interpersonal, written, and verbal communication skills.
Proficient in Microsoft programs (specifically Word Excel and OneDrive).
Strong project management skills.
Ability to work unsupervised and prioritise workload.
Collaborative and flexible approach to problem-solving.
A passion for events and the arts.

Experience

Essential

Extensive experience in partnership development, sponsorship, or fundraising roles.

Previous experience in:

- a community organisation;

- a not-for-profit organisation;
- events; or
- an arts organisation.

Desirable

Knowledge of event management and marketing.

Previous experience with project management software.

PERFORMANCE GOALS

Work unsupervised and prioritise workload to meet deadlines.

Approach problem-solving collaboratively and flexibly.

Deal with all Shepparton Festival stakeholders and other personnel in a warm, friendly and professional way.

Bonuses of 10 - 25% of funds raised are offered and will be negotiated after successful applicant is appointed.

CONDITIONS OF CONTRACT

This is a fixed-term contract commencing July 2024.

Option to work flexible hours at home or in the Shepparton Festival Office.

Attendance at regular team meetings in the Shepparton Festival Office, especially during peak times.

As an independent contractor, you must have an ABN, a Working with Children check, relevant insurances, and supply your own mobile phone, transport, internet, and computer.

Submit monthly invoices to the FD during the first week of each month, along with a timesheet outlining time spent and tasks performed.

While carrying out work for SAFI, the contractor is expected to uphold the values of SAFI and will be required to agree to SAFI's Code of Conduct, all Policies and Procedures.

SELECTION CRITERIA

1. Innovative ideas for partnership development and fundraising.
2. A strong understanding of the funding landscape in Greater Shepparton, as well as state-wide and national opportunities.
3. Strong negotiation and interpersonal skills.
4. Experience working with arts, events, or community organisations is desirable.