



PARTNERSHIP COORDINATOR

The Partnership Coordinator's key role is to support the Festival Operations Manager, Head of Partnerships and Festival Director to manage community, advertising and corporate partnerships by ensuring the delivery of partnership benefits.

The role will report to the Festival Operations Manager.

The role is accountable for delivering existing partnership benefits including: ticketing and hospitality; coordinating marketing benefits across Queer Screen and third-party channels and support with VIP event coordination.

- Maintain strong working relationships with Queer Screen key stakeholders
- Delivery of contracted partnership benefits
- Ticketing coordination for Queer Screen VIPs, sponsors and community partners
- Maintaining Mardi Gras Film Festival VIP list
- Managing the Launch, Opening and Closing Night and any other VIP event guest list RSVP and invitation process.
- Ensuring delivery of partners advertising benefits (print guide, eNews, Social Media, pre-screen)
- Ongoing recording of delivered benefits and helping to produce partnership reports
- Effective record keeping on partners advertising material for end of season reports including photography of sponsor activations
- Coordinating sponsored contra stock including giveaways / door prizes
- Coordinate the delivery of partner on site collateral and setup of brand activations
- Work effectively with venues, contractors and third parties relating to partners benefit delivery
- Liaising with the venue, front of house, and volunteers to ensure the venues are prepared for sponsor activations throughout the festival. Includes set-up of necessary documents and creating an inventory of banners and sponsor material.
- Assisting in the development of sponsor activation schedules.
- Filing of logos, videos and other marketing assets
- Ensuring corporate and community partners logos are loaded on website and film session pages
- Working with the Festival Operations Manager, Head of Partnerships and Events Director in the planning and delivery of Mardi Gras Film Festival VIP events
- Ensuring partners benefits and ticketing at VIP events are delivered
- Assist Head of Partnerships on site at all VIP Festival events
- Working with Festival Operations Manager and Festival Director on communication with film's presenting partners, both corporate and community.
- Manage the coordination of the festival's raffle, including securing prizes and contacting winners.
- Assisting with cross promotion of films with presenting partners



- Oversee goodie bag production
- Assisting with the arrangement of content for foyer TV screen reels - trailers, logos, sponsor ads, etc.
- Assisting with the arrangement of content for DCP pre-screen reels - trailers, logos, sponsor ads, etc.
- Communicate to Festival Operations Manager and Head of Partnerships on activity and potential issues
- Supporting the Head of Partnerships in filing and record keeping
- Updating key partnership databases / spreadsheets

Reporting to the Festival Operations Manager and working closely with a team of Directors, Staff, Volunteers and Interns, the successful applicant should have a team focus and be committed and skilled at working with and assisting others to achieve positive outcomes.

The successful applicant must be skilled at building rapport, understanding others needs and developing effective working relationships at both community and business environments as well as having a high attention to detail, an ability to multi-task and excellent organisational skills. Proficiency in the Google suite is essential and experience with ticketing software and Photoshop and InDesign will be considered desirable.

It is expected the successful applicant will commit to Queer Screen's mission and vision statements and experience in the LGBTIQ or not-for-profit sector will be advantageous.

The position will be a 5-month contract position with a start date of 13 November 2017 working 2 days per week, with the position becoming full time from the 11 December – 4 March and then 2 days per week from 5 March - 25 March. There is an expectation of working outside these hours during peak times.

Remuneration will be \$45,000 including Superannuation (pro-rata)

Confidential applications should include cover letter outlining qualifications, experience, CV, names and details of referees sent to Queer Screen's Festival Operation Manager, Vicki Gutierrez at vicki.gutierrez@queerscreen.org.au

Applications close 23 October 2017.

For more information on Queer Screen, see www.queerscreen.org.au.

Queer Screen is an Equal Opportunity Employer committed to diversity and social inclusion.

The successful applicant will be based in Sydney and be entitled to work in Australia.