

# SYDNEY FILM FESTIVAL

## Position Description – Partnerships Manager

**Reports to – Head of Philanthropy and Partnerships**

**Contract Term:** Full time.

**Salary –** Advised on application.

**Application Deadline:** 5pm, Friday 31 December 2021.

**Interviews will be held:** Week commencing 10 January 2022.

### Organisational Overview

The Sydney Film Festival (SFF) is one of the longest running events of its kind in the world. Consistently through almost seven decades of turbulent social and cultural history, SFF acts as an annual forum for thought and discussion. Each year the festival brings the best new local and international films to audiences in Sydney; premiering features from over forty countries, short films, Australian films, documentaries and archive titles.

The flagship program of Sydney Film Festival is the Official Competition, which was established in 2008 and celebrates ‘courageous, audacious and cutting-edge’ cinema. The festival encourages and supports excellence in Australian filmmaking via its award for Best Australian Documentary and the long-running Dendy Awards for Australian Short Films. Each year it also presents the Sydney UNESCO City of Film Award bestowed by Create NSW to a trail-blazing NSW-based screen practitioner, and 2021 launched the new Sustainable Future Award, a philanthropy-led award for a film that best articulates the urgency of the climate crisis.

SFF, which turns 69 in 2022, usually occurs over 12 days in June at multiple locations across Sydney. SFF also runs the year-round Travelling Film Festival, taking mini-festivals to 23 venues across regional NSW, Queensland and the Northern Territory.

SFF is an inclusive workplace and encourages applicants of all abilities and backgrounds.

### About the Role

SFF is run by a small, passionate team of around 16 core staff and swells with seasonal staff to over 40 for the delivery of the Festival between March and July. As a not-for-profit organisation, the Festival relies on its government and corporate partners and growing donor community to deliver its program annually.

Partnerships are particularly important to SFF, providing both cash and significant contra support which the Festival relies on enormously for production, venue hire, media, hospitality and other services.

The Partnerships Manager is responsible for the procurement of new partners; for building and strengthening relationships with existing partners and for overseeing delivery of all partner benefits and accurate and timely reporting. The role provides an opportunity for a mid-career partnerships executive to move to the next level and use their skills to manage and grow significant partner relationships and increase this vital income stream for the Festival.

### Overview of the Position

The Partnerships Manager will report to the Head of Philanthropy and Partnerships and work closely with the other members of the philanthropy and partnerships team to devise and deliver exceptional proposals; to maximise opportunities for partners; and to deliver memorable service and events that reflect the high standard of the Festival. The Partnerships Manager will not only ensure the Festival meets all contracted deliverables, but that it exceeds partner expectations to build long-term, fruitful relationships.

### KEY RESPONSIBILITIES

- Work with the Head of Philanthropy and Partnerships to successfully implement SFF's Partnerships Program in alignment with SFF's overarching strategic vision
- Prospect, contract and manage cash and contra corporate partnerships
- Maintain annual relationships with existing partners

- Create and maintain a wide range of relationships within corporate organisations and industry in pursuit of new development relationships
- Produce creative, analytical and sophisticated sponsorship proposals and reports
- Manage delivery of partnership benefits including ticketing, hospitality, entertainment and advertising
- Develop and manage partner hospitality event plans, including opening and closing nights
- Work closely with the Marketing, Production and Programming teams to ensure partner deliverables and expectations are delivered to a high standard

### Qualifications & Critical Competencies

Competency	Description
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Relevant qualifications and experience in partnerships, preferably within the arts or entertainment industry</li> <li>• Experience in leading sponsorship prospecting, servicing and complex strategic partnerships</li> <li>• Excellent understanding and capacity to utilise CRM databases.</li> <li>• Excellent oral and written communications skills</li> <li>• Excellent organisational and multi-tasking skills, with the ability to plan, prioritise and meet objectives</li> <li>• Excellent customer relations, collaborative and relationship management skills</li> <li>• A flexible attitude to working hours (February – August)</li> <li>• The ability to work under pressure</li> <li>• Proven advanced skills in Excel and PowerPoint; as well as complex design briefing</li> <li>• Ability to create and contribute to a harmonious working environment</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Large scale (300-2,000 people) event management skills</li> <li>• An interest in film and the film industry</li> <li>• Marketing, advertising or publicity background</li> <li>• Contract law negotiations</li> <li>• Skills in Salesforce</li> </ul>
<b>SFF Core Competencies</b>	<ul style="list-style-type: none"> <li>• <b>Team Focus:</b> Is committed and skilled at working with and assisting others to achieve positive outcomes</li> <li>• <b>Flexible:</b> Demonstrates a willingness to take on new challenges roles and responsibilities and adapt positively to changing working conditions and priorities</li> <li>• <b>Self-Starting:</b> Highly motivated to achieve, shows initiative and acts proactively to deliver excellent results without direct supervision</li> <li>• <b>Interpersonal:</b> Skilled at building rapport, understanding others needs and developing effective working relationships</li> </ul>

### How to apply:

Carefully review the information in the Position Description. Email the following information to the Head of Philanthropy and Partnerships, Georgia Shepherd by the due date:

1. A covering letter which addresses:
  - a. your experience in relation to the selection criteria
  - b. your aspirations within the cultural sector
  - c. why you are interested in this position
2. Your current CV

**Email address for applications:** [georgia.shepherd@sff.org.au](mailto:georgia.shepherd@sff.org.au)