

SYDNEY FILM FESTIVAL

Position Description – Philanthropy and Partnerships Coordinator

Contract Term: 6 month.

Application Deadline: 5pm, COB Friday 28 January 2022.

Organisational Overview

The Sydney Film Festival (SFF) is one of the longest running events of its kind in the world. Consistently through six 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 the Documentary Australia Foundation 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.

SFF, which turns 68 in 2021, usually occurs over 12 days in June at multiple locations across Sydney.

SFF also runs the 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 about 16 core staff and swells with seasonal staff to over 40 for the delivery of the Festival between February and August. SFF has an increasing cohort of patrons and is building a broader philanthropic program to support a donor pipeline for the Festival's future endeavours and financial security. Similarly, corporate partnerships are particularly important to SFF, providing cash and significant contra support which the Festival relies on enormously for production, venue hire, media, hospitality and other services.

The Philanthropy and Partnerships (P&P) Coordinator will provide a vital support role across both the partnership and philanthropy programs. The role provides an opportunity for a hard-working and dedicated person with experience in event coordination, partner or donor relationship management, and with a passion for the cultural sector, to develop their skills and experience within a small, hard-working and supportive team. The successful applicant will demonstrate an appreciation of the importance of diverse income streams to cultural organisations and a willingness to contribute creative ideas and work hard to achieve excellent results that meet and aim to exceed partner and donor expectations.

Role Particulars

The P&P Coordinator will report to the Head of Philanthropy and Partnerships to provide crucial support services in the delivery of high-quality events and donor and partner communications. The P&P Coordinator will take ownership of executing, tracking and reporting on all contracted partner deliverables. In addition, they will have full carriage of a portfolio of smaller partnerships, through which they have the opportunity to further develop skills and autonomy in shaping agreements and in building and maintaining strong and effective partner relationships.

Key Accountabilities and Duties

In collaboration with the rest of the Philanthropy and Partnerships Team, this role will be involved in the following areas:

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Donation Deliverables

- Process donations to a monthly schedule and at other times when required,
- Coordinate the timely execution of donation receipting; including printing, recording and posting renewal and thank you letters and donation receipts,
- Process priority ticketing requests for donors

Partnership Deliverables

- Contract administration - orderly recording and filing of sponsor contracts, enter individual partner deliverables into tracking document,
- Work with the team to track and execute year-round sponsor deliverables (logo approvals, ticketing benefits, communications, acknowledgments, signage, advertising etc),
- Contribute to the timely coordination of partner and philanthropy materials for the Festival pre-roll,
- Manage sponsor ticketing and admit one vouchers.

Events

With guidance and support from the Team:

- arrange timely design, printing and posting/emailing of invitations to a strict event schedule,
- prepare and disseminate bespoke event briefs,
- manage rsvp's, reminders and attendance lists,
- contribute to the successful event delivery of all donor and partner events,
- record event attendance and details for reporting purposes.

Communications

- Assist with design briefs and arrange printing and posting/emailing for new collateral including fundraising campaigns, invitations and collateral as required,
- Maintain up to date donor acknowledgments on the SFF website and all collateral as required,
- Maintain up to date donor and partner lists for all comms
- Track website, eNews and social media placements for partners.

Data, reporting and research

With guidance and support from the Team and in consultation with other departments:

- Maintain accurate and detailed records of donation income against annual targets,
- Maintain detailed and up-to-date biographies and photos of patrons, key partner contacts and prospects and ensure all financial and bio information is kept up to date in the CRM.
- collect evidence during the Festival and throughout the year that key sponsor deliverables have been met,
- Prepare and send partnership wrap reports.

Intern Management

With guidance from the Partnerships Executive and in consultation with colleagues:

- Manage interns' schedule and oversee their work

Qualifications & Critical Competencies

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Competency	Description
Selection Criteria	<ul style="list-style-type: none"> • Experience of or passionate interest in the business of partnerships and/or philanthropy, preferably within the arts or entertainment sectors; • Excellent oral and written communication skills • Event experience, either in hospitality or in other fundraising roles • Organised and confident, with excellent interpersonal skills and able to deal with people at all levels of seniority; • Demonstrated experience with high level customer service, ability to apply discretion and understanding of the need to protect stakeholder privacy • High standard of attention to detail and follow-through; • Ability to work efficiently and calmly under pressure in a busy festival environment; • Ability to work as part of a team; • Relevant tertiary qualifications in arts management/ business/marketing/communications or equivalent are an advantage; • Good computer skills and proficiency in the use of a range of standard applications including Outlook, Word, Excel and Power Point. Desirable applications include experience with database management and use and mailchimp or similar; • Flexible attitude to working hours.
SFF Core Competencies	<ul style="list-style-type: none"> • Team Focus: Is committed and skilled at working with and assisting others to achieve positive outcomes • Flexible: Demonstrates a willingness to take on new challenges roles and responsibilities and adapt positively to changing working conditions and priorities • Self-Starting: Highly motivated to achieve, shows initiative and acts proactively to deliver excellent results without direct supervision • Interpersonal: Skilled at building rapport, understanding others needs and developing effective working relationships

Remuneration: \$60,000 (pro rata)

Contract Term: 6 months with potential to extend.

Application Deadline: COB Friday 28 January

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 would be interested in this position
2. Your current CV

Email address for applications: georgia.shepherd@sff.org.au