

Position Title:	Partnerships Account Executive
Division:	Philanthropy and Corporate Partnerships
Department:	Office of the Chief Executive Officer
Classification / Level:	P&A5
Ordinary working hours & days:	Working hours will be between Monday to Friday. Some out of hours work will be required on weekends and evenings.
Reporting to:	Manager, Corporate Partnerships
Positions reporting to this role:	Nil
Significant working relationships:	<ul style="list-style-type: none"> • Director, Philanthropy and Partnerships • Corporate partners and business advocacy groups • Customer Experience, Hospitality and Events team • Marketing Team • Programming Team • Communications and Public Affairs • Adelaide Festival Centre Foundation and Philanthropy Team
Decision Making/Purchasing Authority:	Within delegated authority levels.
Special Conditions:	<p>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 and some out of office hours work will be required on a regular basis</p>
Information on Adelaide Festival Centre	<p>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.</p> <p>Adelaide Festival Centre is located on Kurna Yarta. We respect First Nations people around Australia and acknowledge the Kurna people as the traditional custodians of the Adelaide Plains. We honour their relationship with country, and we do so in the spirit of reconciliation.</p>

<p>Department Overview</p>	<p>The mission of the Philanthropy and Corporate Partnerships department is to actively engage supporters and sponsors, fostering meaningful relationships that create mutually beneficial cash and in-kind partnerships.</p> <p>By adhering to best practices in relationship management, the department aims to maximise the impact of these partnerships in a cost-effective manner. Through collaboration and clear communication with internal and external stakeholders, the department generates pride, ownership, and a shared commitment to the success of the Adelaide Festival Centre.</p>
<p>Summary of Key Purpose:</p>	<p>This role is dedicated to achieving agreed corporate partnership targets, working closely with the Manager, Corporate Partnerships, and the Director, Philanthropy and Corporate Partnerships. The primary responsibility is to drive the retention and growth of existing partners while cultivating new relationships to expand the Centre's corporate portfolio.</p> <p>This involves delivering innovative partner activations and servicing corporate partnership accounts to ensure all commitments are met, as well as supporting the Manager, Corporate Partnerships in developing new sponsorship proposals and agreements that align with financial goals.</p> <p>Collaboration with all AFCT departments is essential to ensure that sponsorship activations are delivered at the highest quality, meeting partner objectives and ensuring long-term partnership satisfaction.</p> <p>By establishing relationships across all segments of the business community, the role will focus on increasing sponsorship investment, ensuring Adelaide Festival Centre achieves its growth objectives and financial targets.</p>
<p>Key Result Area / Accountabilities:</p>	
<p>Oversee a designated portfolio of corporate partners across the Adelaide Festival Centre's Centre-wide and Festival Partners.</p>	
<p>Lead the renewal process for existing festival partnerships, building and maintaining long-term relationships ensuring high retention rates and exploring opportunities for upselling.</p>	
<p>Be accountable for and achieve individual financial targets pre-determined by the Manager, Corporate Partnerships through Identification and development of mutually beneficial cash and in-kind corporate partnership opportunities for a variety of festivals, programs and one-off events.</p>	
<p>Successfully achieve individual servicing budgets for Adelaide Festival Centre-wide partnerships, festival partnerships, events and one-off activities.</p>	
<p>Ensure effective records management of all partnership activity using collaborative project tools such as SharePoint, Trello, Content Manager or other tools as directed.</p>	
<p>Establish and maintain proactive working relationships with key stakeholders, partners, State and Federal Government and community groups.</p>	
<p>Work with key 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.</p>	

Under the direction of 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 and development of marketing collateral and promotional campaigns
Ensure that 100% agreed corporate partnership benefits are delivered by the Adelaide Festival Centre on time and to the highest standard. This includes but is not limited to coordinating corporate branding, coordinating signage requirements, and handling ticketing requests with precision and efficiency.
Lead corporate box sales, driving revenue through strategic selling and maintaining strong relationships with clients.
Collaborate with internal teams to create innovative partnership activations that provide unique exposure and engagement opportunities for partners
Attend all operational and marketing meetings relating to AFC festivals and events to communicate and report on partnership requirements and expectations.
Plan, manage and oversee all partner activations, events, including corporate box hospitality, partner functions included as sponsorship benefits, business development events and additional hospitality purchased by partners.
Compile compelling annual written reports to all corporate partners outlining outcomes and their partnership investment and benefits provided by Adelaide Festival Centre, after receiving internal and external feedback. Compile additional ad hoc reports and acquittals as required
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, brand and publicity guidelines.
Maintain all department financial records, contract management protocols, credit card reconciliations, partnership invoicing and processing of purchase orders and accounts payable, as per required procedure.
General
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 behaviour and adhere to all Adelaide Festival Centre policies and procedures, including but not limited to equal employment opportunity and respectful behaviour the workplace
EBMS (Event Business Management System)
Employees are responsible for ensuring that they attend compulsory EBMS Training and seek further EBMS Training as needed to perform their role.
Records Management

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.

Work Health & Safety Responsibilities (WH&S)

Care of your own health and safety and the health and safety of others.

Comply with any reasonable instruction from the Department of the Premier and Cabinet, and Adelaide Festival Centre, so far as you are reasonably able.

Cooperate with all reasonable the Department of the Premier and Cabinet, and Adelaide Festival Centre policies and procedures.

Comply with the WHS legislation by adhering to the WHS requirements set out in the Adelaide Festival Centre Trust's WHS management system.

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.

Key Competencies:	Requirement
Qualifications / Education	
Tertiary qualifications in Arts Management, Sales, Marketing or a Business-related field.	Highly Desirable
Experience	
A minimum of 3 years experience with partnership account management or sponsorship management	Essential
Experience preparing and presenting business case propositions.	Essential
Demonstrated track record of successful sales, sponsorship or fundraising experience	Essential
Experience with the preparation of grant applications, funding proposals, sales proposals or similar.	Highly Desirable
Knowledge / Skills / Abilities	
Excellent client/account management skills	Essential
Strong negotiation skills and ability to close a sale.	Essential
Excellent standard of presentation and communication both written and oral	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 including PowerPoint and Excel	Essential
Driver's license.	Essential
A passion for the arts and desire to attend arts and cultural events across the sector	Highly desirable
Established networks and communication channels within both the local and national corporate sectors.	Highly desirable