



JOB SPECIFICATION

POSITION: Partnerships Administrator
Illuminate Adelaide Foundation

ENGAGEMENT: Full time – Fixed Term (February – August 2023)

REPORTS TO: Head of Business Development and Partnerships

ABOUT US

Australia's newest major winter event returns bigger, brighter and bolder — a beacon, an invitation, a city-wide spectacle of art, light, sound and imagination, daring you to shake off the winter blues and rekindle a sense of wonder.

Shining a light on South Australia for the month of July, Illuminate Adelaide welcomes people from all walks of life to experience a program of free and ticketed events by local, national and international artists and companies.

POSITION SUMMARY

An exciting opportunity to join a diverse program that celebrates art, music, light and technology.

The Partnerships Administrator will work closely with the Head of Business Development and Partnerships and Co-Creative Directors to support Illuminate Adelaide's business development and partnership initiatives. This position will be an important liaison for Illuminate Adelaide external stakeholders and is a critical role in supporting the Head of Business Development and Partnerships.

Primarily, the Partnerships Administrator will work within the Business Development and Partnerships team to coordinate business development activities, including (but not limited to) administration of contracts, payment schedules, reporting of in-kind provisions, and support the compilation of grant applications and acquittal reports as required. The role will also provide event coordination support to the Event Manager and will be integral to the ongoing maintenance of inputting data into the organisation's CRM (Tessitura).

From time to time, broader organisational administration support may also be required.

KEY WORKING RELATIONSHIPS

Reporting to the Head of Business Development and Partnerships, the Partnerships Administrator will liaise with other event staff including the Co-Founding and Creative Directors, Marketing, Programming, and Production in addition to government bodies, sponsors, cultural institutions, and other key stakeholders relative to deliverables within the Business Development and Partnerships team.

Externally: The Partnerships Administrator will liaise with Corporate Partners, venues, other suppliers and/or key stakeholders. Experience and existing relationships with both Corporate Partners and supporters are preferred.

KEY DELIVERABLES

1. Coordinate all general corporate partner inquiries for Illuminate Adelaide.
2. Work closely with the Head of Business Development & Partnerships to draft sponsorship contracts and sponsorship proposals.
3. Support the Head of Business Development and Partnerships and event co-Founders and Creative Directors in co-ordination and recording of information, data and deliverables for corporate partners and stakeholders within the event.
4. Work closely with the Head of Business Development and Partnerships to provide administration support for grant applications and acquittal of funding Agreements.
5. Work closely with the Head of Business Development and Partnerships to support the delivery of all agreed sponsor provisions in accordance with each Agreement
6. Working closely with the Event Manager and Head of Business Development and Partnerships to support the distribution of invitations, ticketing, signage installation and logo approvals.
7. Work with the Manager, Marketing and Content to administer agreed sponsor promotional campaigns and sponsorship benefits on Illuminate Adelaide platforms.
8. Working closely with the Event Manager, assist with the coordination of Illuminate Adelaide's hospitality program and of corporate sponsor events involving liaison with sponsor contacts, Illuminate Adelaide key staff and suppliers.
9. Working closely with the Event Manager (or a dedicated event contractor), promote corporate hospitality packages for corporate partners and non-event sponsors, providing a financial return to Illuminate Adelaide.
10. Administer high quality spreadsheets relating to payment schedules and Agreement documents and other related administrative responsibilities to support the work of the Department.
11. Administer high quality database management (e.g. Tessitura) to support the work of the Department and, from time to time, that of Illuminate Adelaide.
12. Undertake business development administrative duties as required; tasks include maintaining a contact database of funding partners and contributions, raising invoices etc. to ensure all deliverables are met on time and to budget.

SELECTION CRITERIA

PERSONAL ABILITIES

- Can-do attitude with great problem-solving skills
- Excellent presentation and organisational skills
- High level of interpersonal skills, including active listening, attention to detail and relationship building
- Ability to communicate clearly, concisely, and effectively both verbally and in writing with people at all levels inside and external to the organisation
- Demonstrated ability to work autonomously, use initiative and judgement in achieving objectives
- Committed to delivery of strong customer service
- Self-reliant and results orientated

EXPERIENCE

- A tertiary qualification in business, communications, arts/event administration or similar is highly desired
- Experience in sponsorship seeking and servicing, grants or business development activities is highly desirable
- Previous employment in business development and event planning activities is desirable



- Demonstrated ability to manage a demanding workload, set priorities and meet competing deadlines

TECHNICAL EXPERTISE

- Demonstrated experience with Microsoft Office applications including Word, Excel, Powerpoint and Outlook (experience in In Design and Word Press would also be an advantage)
- Stakeholder/ CRM experience via database software highly desirable (Tessitura experience a bonus)

APPLICATION PROCESS

Your application should include a CV, covering letter (max 2 pages) addressing the criteria and noting your experience working across the arts, culture and major events areas including any key milestones or achievements to date.

Applications close midnight 12 February. Apply via email partnerships@illuminateadelaide.com with your full name and position title in the subject line.

All enquiries can be directed to Hannah Priebe-Clarke, Head of Business Development and Partnerships.