

JOB DESCRIPTION

POSITION TITLE:	Partnerships Coordinator
REPORTS TO:	Partnerships Manager
DATES:	1 April to 13 September
HOURS OF WORK:	1 April to 30 April – 3 days a week 1 May to 31 May – 4 days a week 1 June to 13 September - Fulltime

ORGANISATION:

Established in 1952, the Melbourne International Film Festival (MIFF) is one of the oldest film festivals in the world and the most significant screen event in Australia.

An iconic Melbourne event, the festival takes place annually in the heart of the city, MIFF showcases the best in current cinema from around the world as well as retrospectives, tributes and discussion programs. Since its inception, MIFF has been committed to local film, as Australia's largest showcase of new Australian cinema and most vocal champion of emerging and established local filmmaking talent. MIFF's Industry program includes the Premiere Fund, investing in local film production and presenting World Premieres at the festival, as well as industry events 37°South and Accelerator for filmmakers, distributors, sales agents and financiers.

POSITION OVERVIEW:

This role is for a highly organised, people-oriented, self-motivated person committed to customer service and supporting an iconic cultural organisation. The Partnerships Coordinator is responsible for ensuring MIFF delivers contracted deliverables and benefits to MIFF Partners, and that MIFF Partners receive a high level of customer service and a consistently high quality experience of the festival.

KEY RESPONSIBILITIES:

- Work alongside the Partnerships Manager to ensure the smooth running of day to day activities
- Regularly liaise with partners on day to day issues surrounding their partnership activity
- Ensure that all Partner contracted benefits are accurately recorded in the MIFF database
- Maintain the master list of all MIFF partners and advertisers
- Work with the Partnerships Manager to deliver activation plans for each Partner, ensuring at all times that all contractual obligations are fulfilled
- Desk based and phone research to support the Partnerships Manager with respect to existing partners and new business
- Administration – responsible for all administrative requirements of the Partnership department
- Manage relationships with MIFF's Food and Film partners, responsible for getting contracts signed, and contracted benefits delivered
- Track and create visual records of all partner activity for use in post-festival reporting
- Assist on-site management of partner activations during the festival period
- Attendance at festival events where partners are present
- Ensure all partner ticketing requirements are fulfilled
- Provide a consistent high-quality experience for all partners in the leadup, during and after the festival
- Coordinate the Partnerships Intern in helping with administrative tasks
- Work collaboratively alongside the Marketing and Publicity teams in a small team environment

SKILLS & EXPERIENCE:

- Experience in festivals/event management
- Experience in customer service/account management/sponsorship
- Strong communication and interpersonal skills
- Strong organisational skills with extreme attention to detail and the ability to multitask
- Strong computer skills and numeracy (Internet research skills, Microsoft Office)
- **Ability to establish trust and rapport with internal and external clients**
- Ability to work in a fast-paced festival environment, adjusting priorities as required, calm under pressure.
- Ability to work independently, and know when to take initiative.
- Motivated, can-do attitude, willingness to assist wherever is required
- Ability to handle confidential information
- Must be adaptable to a flexible work schedule including some evenings & weekends to meet deadlines
- Interest in film an asset

KEY SELECTION CRITERIA

- Demonstrated experience in a festival or event management role, sponsorship or extensive customer service experience.
- Strong use of systems and processes in order to effectively manage multiple tasks and deadline simultaneously.
- Ability to be solutions-oriented, working in a team environment to produce the best outcomes.
- High level of interpersonal communication skills, both written and oral, including the ability to develop effective working relationships.

MIFF Festival dates are 1 – 18 August 2019.

To apply for this position, please send your CV and a cover letter addressing the key selection criteria to jobs@miff.com.au by 9am Monday 18 March 2019.