

**POSITION DESCRIPTION**

**AUCKLAND FESTIVAL TRUST**

Position: Development Assistant

Reporting to: Development Manager & Chief Executive

**Background**

The Auckland Arts Festival is Auckland's premier festival of New Zealand and international arts. Now presented annually, the globally recognised event celebrates people and culture, and showcases the cultural diversity and vibrant energy of New Zealand's largest city.

Since the inaugural event in 2003, the Auckland Arts Festival has welcomed more than 1.5 million attendees. For 19 days in March (8 – 26), Auckland Arts Festival 2017 will present a dazzling array of events by some of the country's and world’s most innovative artists and performers.

**Description**

Working with the Development Manager, the Development Assistant will assist in ensuring Festival sponsor and supporter relationships are sourced, managed and maintained effectively.

**Term**

The position is full time and fixed term, from 16 January to 13 April 2017.

**Hours**

Normal hours of work will be 40 hours per week, between 8am and 6pm, Monday to Friday. Extra hours will be required immediately prior to and during the Festival, including nights and weekends.

**Required skills and experience**

* Experience in sponsorship
* Knowledge of corporate sponsorship sector
* Excellent relationship skills
* Highly organized and structured with knowledge of CRM systems
* Demonstrated project and time management skills
* Excellent interpersonal, written and oral communication skills
* An understanding of marketing and PR principles
* Good computer skills, especially Word, Outlook and Excel
* Ability to manage a varied workload with minimal or no supervision and to deadlines
* Knowledge of the performing and visual arts preferred

Key relationships

* Sponsors
* Festival Patrons
* Auckland Arts Festival Staff

**KEY RESPONSIBILITIES**

Sponsor hosting and contract fulfillment

* Work with the Development Manager to deliver on the sponsorship strategy and assist in securing, negotiating and managing public and corporate sponsors and funders.
* Work with the Development Manager to develop sponsorship alignment and leveraging opportunities to support the 2017 programme activities.
* Help prepare contracts with the Development Manager and help with the management, signing and ultimate fulfillment of Sponsor and Funder contracts.
* Work with the Sponsors and Funders regarding bookings and function arrangements including liaising with venues and food and beverage suppliers as requested on their behalf.
* Maintain good relations and communication with all Sponsors, Patrons and Friends and assist the Development Manager to deliver the appropriate benefits.
* Help coordinate all Sponsor, Patron and Friends events prior and during the Festival this may include arranging invitations and taking RSVP’s for sponsorship events.
* Liaise with Festival Programming/Operations on venue logistics and support sponsors events.
* Be onsite during Festival events to ensure sponsor requirements are met.

Signage

* Assist with the development of sponsorship signage plans plus any other sponsor leveraging activities.
* Work with sponsors to ensure signage is installed correctly and maintained throughout the event.

Ticketing

* Assist the Development Manager to work with ticketing to ensure all Sponsor and Patron ticketing requirements are met and to issue all Sponsors and Patron complimentary tickets.

General

* Assist in the creation and management of an Auckland Arts Festival sponsor document which summarises each sponsor partner’s benefits, payments (including timing) and activities
* Assist with the development and growth of the Patron scheme
* Attend meetings when required
* Maintain key relationships with the Festival management team as required
* Other duties as required

Reporting

* Attend meetings when and as required by the Chief Executive and/or Development Manager

**Applications**

Applications should be emailed to [shona.roberts@aaf.co.nz](mailto:shona.roberts@aaf.co.nz) or mailed to the Auckland Festival Trust, PO Box 5419, Wellesley Street, Auckland 1141 by 8 December 2016.