



ROLE DESCRIPTION

Sponsorship Coordinator

Reviewed: August 2024

Reports to: NMC Committee, Festival Director

Job Purpose: To identify and pursue NMF general sponsorship opportunities, secure and coordinate local sponsorship and organise the NMF raffle, always in line with the NMF goals and values.

Work setting:

- Work from home

Qualifications and Requirements:

This is a high-level volunteer role for someone with:

- Previous sponsorship seeking experience (preferred)
- The ability to work with little supervision
- Good verbal and written communication skills
- Good networking skills

Timeframe:

Year-round, as needed, with most of the workload occurring in the lead-up to the festival. On duty at periods from Friday to Sunday of the music festival to oversee raffle sales.

Duties and Responsibilities:

- Understands and works with the values of The Nannup Music Club
- Review the Sponsorship/Raffle report from previous festival and list items to be followed up.
- Investigates sponsorship opportunities and follows up on NMC Committee identified opportunities and suggestions.
- Liaises with Festival Director and Administration & Digital Media Officer to create/update sponsorship and promotional opportunities document.
- Facilitates contact with sponsors that align with and benefits of the festival.
- Provides a good impression and enthusiastically answers any questions about the festival.

- Maintains records (in coordination with the Administration & Digital Media Officer) and contacts of sponsors for future events.
- Liaises with Administration & Digital Media Officer to ensure sponsors are correctly invoiced and receive agreed benefits and acknowledgement.
- Source prizes for the festival raffle.
- Oversee raffle ticket sales from Friday to Sunday of the festival weekend.
- Liaise with the Volunteer Manager re Volunteer needs for raffle sales.
- Understands and complies with the NMF volunteer T&C and Committee code of ethics.

Compensation and Perks:

- Honorarium of \$3000.00 (paid post festival)
- Festival Pass
- Volunteer T-Shirt
- Festival Breakfast Vouchers