

Position Description

Corporate Relations Officer

Department: Development
Reports to: Head of Corporate Relations
Reports: 0
Review Date: 25 October 2024
Salary: \$70,000 - \$75,000 base + super (based on experience)

PRIMARY PURPOSE OF THE ROLE

This role supports corporate partners and sponsors by implementing annual servicing plans, ensuring partnership benefits are delivered effectively, and fostering engagement through bespoke events and communications. This role not only provides key support to the Development team, but also can be counted upon to bring a smile to any sponsor, partner, or stakeholder interaction.

KEY ACCOUNTABILITIES

- Liaising with internal stakeholders to make sure multi-channel promotions are rolled out in a timely manner.
- Ensuring day-to-day benefits of sponsorship are being carried out as per schedules and servicing plans.
- Briefing internal departments on various needs for the partner (Eg. Digital, Design, Operations).
- Creation and ideation of bespoke events.
- Briefing event needs to internal teams.
- Reporting and reconciliation of events.
- Booking tickets for clients.
- Ensuring ticketing allocations are up to date.
- Keeping a up to date calendar of all events across all partners.
- Identify key hospitality and networking opportunities within full company calendar.
- Communicating with partners/clients every step of the way to make sure they are well informed, and we are meeting our and their partnership objectives.
- Ensure a database of benefits provided to corporate clients is actioned and kept up to date.
- Keeping our CRM (Tessitura) up to date with current client information.
- Recording interactions with clients for input into the CRM.
- Assisting the Head of Corporate relations with acquisition requirements such as collating documents or research.
- Looking after the day-to-day operation of 2 important programs (Subscriber Benefits Program & Corporate Membership Program).
- Executing 2 packages sold under the Corporate Relations team (Corporate Workshop Packages & Corporate Entertainment Packages).
- Other duties as required.

QUALIFICATIONS AND SKILLS

- Excellent skills on Microsoft Suite products including Power Point and Excel.
- A passion for ensuring all deadlines are adhered to.
- Keen attention to detail in making sure data is correct and kept up to date.

- A polished communicator with the ability to be clear and concise to all levels of an organisation, including internal and external stakeholders.
- Be forward thinking and proactive in coming up with ideas to support and care for our corporate clients.
- A strong focus on achievement and delivering your best results.
- Commitment to learning about our music and our concerts.
- Interest in the performing arts and music.

DEVELOPMENT

- Professional development with a focus on sponsorship, as well as in-house CRM systems and databases.

APPLY NOW

Send us: A covering letter of application and your CV. Applications close on the 24th of November 2024.

Send to: recruitment@sydneyorchestra.com.

Eligibility: The Sydney Symphony Orchestra is an equal opportunity employer; the right to work in Australia; subject to a possible Police Check

Further info: (Mr.) Morgan Merrell - (02) 8215 4676 or morgan.merrell@sydneyorchestra.com