

POSITION DESCRIPTION

Position Title:	Events & Sponsorship Manager
Remuneration:	\$120,000 gross per annum (based on a 5-day working week) + 12% Superannuation
Award Level:	Permanent – Professional – Level 9+
Employment Type:	Full-Time
Term of contract:	2-year Fixed Term contract
Award:	Educational Services (Post-Secondary Education) Award 2020
Business Unit:	Partnerships and Engagement

OBJECTIVE

The NIDA Events & Sponsorship Manager is responsible for the planning, coordination and delivery of NIDA's fundraising, sponsorship, alumni, industry and donor engagement events, including Raise The Curtain, Open Day, partner activations, supporter events and other stakeholder engagement activities throughout the year.

The role manages a diverse portfolio of projects from planning through to completion, including stakeholder engagement, sponsorship fulfilment, event management, communications, budgets, logistics, reporting and database management. Working closely with internal teams, sponsors, donors and external partners, the position ensures events and activations are professionally delivered, provide value to supporters and sponsors, and contribute to NIDA's strategic engagement, fundraising and partnership objectives.

KEY ACCOUNTABILITIES

Event Management

- Deliver NIDA's annual calendar of fundraising, donor, alumni, industry, sponsorship, student and stakeholder engagement events.
- Develop event schedules, project plans, production timelines and budgets.
- Stage manage, show call and oversee event delivery.
- Coordinate venues, suppliers, catering, technical requirements and event logistics.
- Manage quotes, purchase orders, invoices and supplier payments.
- Prepare run sheets, risk assessments and event documentation.
- Coordinate internal staff, contractors and suppliers to ensure successful delivery.
- Evaluate events and prepare post-event reports and recommendations.

Sponsorship & Stakeholder Engagement

- Manage sponsor, donor and supporter engagement activities associated with NIDA events.
- Coordinate sponsorship fulfilment, activations and recognition opportunities, ensuring all partner benefits are delivered for event.
- Deliver events, supporter nights, partnership launches and stakeholder engagement initiatives.
- Maintain accurate stakeholder records, event databases and reporting.

- Support sponsorship acquittals, fundraising reporting and post-event evaluation.
- Identify opportunities to improve event experiences and support growth in sponsorship, partnership and philanthropic revenue.
- Adhere to all WHS requirements of the organisation and relevant associated legislation.

KEY PROFESSIONAL RELATIONSHIPS

Reports to: Director, Partnerships and Engagement

Supervises: N/A

Internal: CEO, Director of Partnerships and Engagement and Executive Team, Head of Industry and Alumni, Head of Tech Ops, Head of NIDA Theatres, Head of Development, Head of Marketing and Communications, Marketing Manager, Archives.

External: Industry partners and guests, Suppliers and Contractors on events.

SELECTION CRITERIA

Essential:

- Demonstrated experience planning and delivering events, projects or stakeholder engagement programs.
- Strong organisational, administrative and project management skills, with the ability to manage multiple priorities, budgets and deadlines.
- Experience coordinating events from planning through to delivery, including logistics, budgeting and reporting.
- Highly developed written and verbal communication skills, with the ability to engage confidently with a broad range of stakeholders.
- High level proficiency in Microsoft Office and experience preparing reports, presentations and event documentation.
- Ability to work independently while contributing positively to a collaborative team environment.
- Availability to work outside standard business hours as required to support events and stakeholder activities.
- Flexibility and adaptability in a fast-paced environment with changing priorities.
- Experience with and/or willingness to engage with practices that support an inclusive environment for marginalised people.

Desirable:

- Experience with CRM, such as Salesforces, donor management or event registration systems.
- Experience in the arts, education, not-for-profit or cultural sectors.

CONTINUOUS REVIEW

This Position Description may be reviewed and updated on a regular basis to reflect changes in the requirements of the position.

We are committed to creating an inclusive and supportive environment. If you require any reasonable adjustments during the application or interview process, please don't hesitate to email us at:

peopleandculture@nida.edu.au