

Sponsorship Executive

Location: Based in Christchurch
Reports to: Head of Marketing & Development
Direct Reports: None
Position: 40 office hours per week

The CSO is looking for a motivated and experienced person with outstanding and interpersonal skills to join the Marketing and Development team as our Sponsorship Executive.

The role will support the delivery of the CSO's corporate partnership programme as directed by the Head of marketing and Development.

The successful candidate will possess:

- Excellent administrative and organisational skills
- Excellent written and verbal communication skills
- Strength in customer service, relationship building and management
- Experience of a Customer Relationship Management system
- Relevant degree or experience

Key responsibilities

Provide assistance with identification and acquisition of new business partners

- Assist the Head of Marketing and Development and CEO to grow the CSO's sponsor prospect pool
- Work, under the guidance from the Head of marketing and Development, to identify potential leads through research and networking possibilities
- Create and prepare sponsorship proposals and presentations to submit to prospects, as agreed by the Head of Marketing and Development

Management of CSO's Corporate Partners

- Administrative and account management for the CSO's partnership programme including contract renewal, issuing sponsorship invoices and tracking revenue
- With guidance from the Head of Marketing and Development, ensure that existing partners are maximising their partnership benefits including ticket use and advertising benefits
- Management of corporate partnership processes, including ensuring records are accurate and up to date in CRM system
- Ensure appropriate sponsors recognition is in place at concerts, on printed materials and digital platforms

Corporate hosting

- With input from the Head of Marketing and Development, other senior leadership staff, Philanthropy Manager and CEO, manage the invitations and RSVP process to selected CSO concerts and events
- Assist as requested with the planning and delivery of CSO special events such as the annual Season Launch, Season Opening and other concert celebrations, functions and fundraising events
- Ensure that relevant sponsor product including wine, beer and food is ordered and delivered to host venues in a timely fashion

Be an effective Team Member

- Participate and work co-operatively as a team member of the Marketing and Development Department. This may involve fulfilling a number of roles including co-ordinating, planning, problem solving and facilitating
- Participate in projects and/or project management as requested by the Head of Marketing and Development
- Attend staff meetings and other meetings/activities as required to contribute to the cohesion and cooperative effort of the CSO as an organisation
- Effectively communicate relevant Marketing and Development matters, issues and decisions in a timely manner, ensuring as appropriate that confidentiality is maintained, sensitivity is balanced and information is clearly understood by those staff and musicians required to act upon it
- Administrative support for the Head of Marketing and Development