

JOB DESCRIPTION

Agency	Department of Tourism and Culture	Work Unit	Northern Territory Major Events Company
Job Title	Sponsorship Manager, Arafura Games	Designation	A06
Job Type	Full Time	Duration	21 Jan 2019 – 17 May 2019
Salary	\$88,157-\$98,549	Location	Darwin
Position Number	SUPN RTF	Closing	10 Jan 2019
Contact	Ms Sally Jarvis on 08 8999 5374 or sally.jarvis@nt.gov.au		
Agency Information	www.nt.gov.au/dcm		
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached detailed resume/cv. For further information for applicants and example applications: click here		
Information about Selected Applicant's Merit	If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: click here		
Special Measures	Not applicable to this vacancy.		
Apply Online Link			

Primary Objective:

The Sponsorship Manager will lead the recruitment of Games sponsors and partners and manage commercial expectations and asset requests.

Context Statement:

Northern Territory Major Events Company (NTMEC) deliver the Arafura Games. The delivery of these Games is undertaken in partnership with other event delivery stakeholders, including Government agencies, and requires high-level communication and collaboration skills and the ability to work to immovable deadlines.

This role will be responsible to develop relationships with each Games sponsor and work with other functional areas to communicate sponsor arrangements along with any health and safety documentation associated with activations. The Sponsorship Manager will support the Arafura Games Director and ensure commercial rights and obligations are managed appropriately.

Key Duties and Responsibilities:

1. Maximise the number of sponsors supporting the Arafura Games including tracking revenue and service commitments
2. Manage the relationship between the client and the Organising Committee and ensure that all sponsors are serviced to the agreed level
3. Develop tailored sponsorship packages to be offered across a variety of organisations and local businesses
4. Ensure all sponsorship deliverables are met and agreements are honoured
5. Maintain strong relationships with all sponsors in the planning, delivery and de-briefing phases
6. Provide a sponsorship report update as required
7. Consistent reporting on progress and ability to collate a post Games report

Selection Criteria

Essential:

1. Experience in commercial management and sales
2. Strong leadership skills with a focus on managing expectations and making decisions
3. Project planning and cross functional integration skills
4. Strong interpersonal and communication skills with experience in managing clients and stakeholders
5. Ability to show initiative and track milestones

Desirable

1. Tertiary and post graduate qualifications in Business or Commerce
2. Experience in commercial management and protocols

Approved: December 2018

Mr Tim Watsford, General Manager, NTMEC