

Corporate Partnerships Officer Sydney Symphony Orchestra, The Rocks, Sydney

**Are you organised with a great attention to detail?
Engage with Sydney Symphony Orchestra's current partners/sponsors to carry out annual servicing plans.**

Working at the Sydney Symphony Orchestra means you are part of an organisation that has presented music in Sydney and around the world for almost 90 years. We are always on tour with some of the greatest names in classical music, and present unique on-stage collaborations with performers from across the world of music in our home city.

You will be joining the Development department to carry out servicing of corporate partners/sponsors.

Our priority is to support live music, our staff and musicians and our loyal customers who demonstrate their rock-solid support every day.

What you will be doing

Servicing current corporate partners/sponsors through actioning servicing plans (created annually) for each partner.

BRANDING & PROMOTION

- 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).

EVENTS

- Creation and ideation of bespoke events.
- Briefing event needs to internal teams.
- Reporting and reconciliation of events.

HOSPITALITY

- 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.

COMMUNICATION

- 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.

DATA INTEGRITY

- 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.

OTHER

- 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)

What will make you successful?

- 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

Where and when you will join the team?

- We are centrally located at The Rocks, Sydney. With some work undertaken at the Sydney Opera House.
- The role is full time (9am to 5pm, Monday to Friday) with flexibility due to occasional night work around events or performances.

Ready to start?

- Training in in-house CRM systems and databases is provided.
- Role starts immediately.

What's on offer?

- Competitive rate of pay.
- Client interaction across all different sectors.
- Flexibility in the role.
- Small supportive teams with a positive supportive culture.
- Central Sydney location.

Apply now

Send us: A covering letter of application and your CV

Send to: Apply online or recruitment@sydneyssymphony.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@sydneyssymphony.com