

## POSITION DESCRIPTION

|                             |  |
|-----------------------------|--|
| <b>Position title</b>       | Partnership & Events Coordinator         |
| <b>Employer</b>             | Melbourne International Comedy Festival  |
| <b>Reports to</b>           | Partnership Manager                      |
| <b>Full time equivalent</b> | 14.4 weeks (see workplan)                |
| <b>Position reports</b>     | N/A                                      |
| <b>Contract duration</b>    | Monday 13 January – Friday 25 April 2025 |

### **Melbourne International Comedy Festival**

Melbourne International Comedy Festival is one of the world's great comedy festivals and one of Australia's largest and most loved cultural events.

Conceived to promote the comedic arts in Australia, Melbourne International Comedy Festival has earned its global reputation through creative, eclectic programming. The organisation is active year-round with the presentation of the annual four-week festival complemented by national and international touring, education programs and artistic development activities.

The Festival values and encourages inventiveness, diligence and respect for all. Melbourne International Comedy Festival staff contribute as a team to the production of the Festival and have the opportunity for input in a variety of areas. An ability to communicate effectively and collaborate in a way that enables efficient and professional delivery of all aspects of the Festival's operations is essential.

The Melbourne International Comedy Festival is an equal opportunity employer.

### **Position objectives**

The Partnerships & Events Coordinator will be responsible for delivering activities and benefits to service Melbourne International Comedy Festival's suite of corporate partnerships. Taking overall responsibility for managing and delivering partner ticketing, the role also coordinates the delivery of Festival partner functions, backstage catering, the Festival Drinking & Dining partner program, corporate entertaining and other VIP events in support of a successful Melbourne International Comedy Festival.

The role is responsible for managing external relationships with suppliers, venues and partners. Hosting of corporate events is a central responsibility of the role along with managing day-to-day relationships with partners and delivery of partnership benefits, ensuring a positive Festival experience.

### **Key relationships**

#### Internal

- Partnerships Manager, Marketing & Partnership Director, Producer and marketing and partnerships team
- Festival Director and Executive Director
- Finance, technical, producing, ticketing and venues teams

#### External

- Corporate and government partners (including prospective partners)
- Suppliers, contractors and venues

## **Key Responsibilities**

### **Partnership delivery**

- Working in collaboration with the Partnerships Manager, manage the day-to-day relationships with key Festival partners and supporters, including the delivery of partner activation plans.
- Work with the Partnerships Manager and other Festival team members, to ensure all partnership benefits are met in accordance with partnership agreements.

### **VIP and partner ticketing:**

- In consultation with the Partnerships Manager and ticketing team (with sign-off from the Festival Director), coordinate and distribute all partner ticketing allocations in an accurate and timely manner.
- Update partner ticketing allocations ongoing across the Festival in accordance with show and venue changes.
- Ensure all ticketing obligations are met in accordance with partnership agreements.

### **Drinking and Dining:**

- Liaise with local businesses in the Festival precinct to develop Drinking & Dining packages.
- Take a leading role in coordinating and executing the Festival's Drinking & Dining Partnership program, including but not limited to:
  - finalising and signing off all Drinking & Dining Partner agreements
    - requesting and taking delivery of Drinking & Dining Partner promotional assets and function packages
    - working with the marketing and partnership team to drive promotion of venues and deals via EDM, social media and other channels
    - working, alongside the Festival's Producers and Partnership Manager, with partner venues to manage and track the Festival's use of contra benefits.

### **Festival events:**

- Work with the Festival's Producers and marketing and partnerships team to administer and support in the delivery of various VIP and partnerships events, including but not limited to:
  - corporate entertainment functions (at Drinking & Dining Partner venues)
  - opening and closing night parties
  - special event after parties
  - backstage hospitality for special events.
- Work with fellow Festival team members, partners and suppliers to coordinate venue, catering and beverage requirements for relevant VIP and partner events (including the official Festival launch) and all backstage catering requirements.
- Work with Festival partners to coordinate the logistics, delivery and use of contra products (including wine, beer, spirit and water partners).

### **Corporate entertaining:**

- Work with the Partnerships Manager to develop and deliver the Festival's corporate entertaining strategy, including:
  - liaising with Festival Partners to coordinate hospitality events in-line with partnership agreements
  - managing the ticketing allocation and pre/post event venue, catering and beverage requirements for all corporate hospitality events
  - greeting guests and hosting (on behalf of the Festival) corporate hospitality nights

- supporting in the sales and promotion of the Festival's *Funny Business* corporate hospitality program including expanding opportunities arising from partnership with SEG at Melbourne Town Hall.
- Ensure all corporate hospitality events are delivered in a smooth and professional manner.
- Work with the Finance team to ensure all events are delivered within budget and corporate hospitality event invoices and payments are processed in a timely manner.

**General:**

- Provide a warm and welcoming service to our artists, partners and VIPs.
- Represent the Melbourne International Comedy Festival publicly as required and be a strong and articulate advocate for the Festival's goals.
- Submit a written report on completion of the contract summarising achievements, challenges, recommendations, data and statistical information and file paths to key documents for the role.
- Attend office during regular office hours as well as at other times as instructed or required.
- Other duties as reasonably required from time to time by the Festival Director, Executive Director, Marketing & Partnership Director and Partnership Manager.

**Selection criteria for the position**

1. Strong interpersonal and communication skills with excellent attention to detail, time management and organisation.
2. Demonstrated relationship skills working effectively with stakeholders and suppliers.
3. Proven event management ability with experience in guest management, hosting and event logistics.
4. Proven administration skills with significant experience in relevant word processing, spreadsheet and database software. Experience in working with ticketing systems (in particular Red61's VIA) will be highly regarded.
5. Experience in account management, including the delivery of partnership benefits and/or marketing campaigns.

**Personal attributes and desired experience**

- Excellent personal presentation and proven high standard of oral and written communication skills.
- Ability to work efficiently and calmly under pressure in a busy environment.
- Discretion, confidence, tact and impartiality.
- Ability to deal with variety of stakeholders.
- Willingness to take and to give direction and work as part of a team.
- Willingness to work in a festival cycle that involves work outside standard business hours.
- Sensitivity to the needs of and the handling of relations with artists.
- A current Victorian drivers licence is desirable.
- Patience, energy and a sense of humour.

## WORKPLAN – 2025 MELBOURNE INTERNATIONAL COMEDY FESTIVAL

| <b>Week Beginning</b> | <b>FTE</b>  |
|-----------------------|-------------|
| 13/1/2025             | 0.4         |
| 20/1/2025             | 0.6         |
| 27/1/2025             | 0.6         |
| 3/2/2025              | 1           |
| 10/2/2025             | 1           |
| 17/2/2025             | 1           |
| 24/2/2025             | 1           |
| 3/3/2025              | 1           |
| 10/3/2025             | 1           |
| 17/3/2025             | 1           |
| 24/3/2025             | 1.2         |
| 31/3/2025             | 1.2         |
| 7/4/2025              | 1.2         |
| 14/4/2025             | 1.2         |
| 21/4/2025             | 1           |
| <b>TOTAL</b>          | <b>14.4</b> |

# INHERENT PHYSICAL REQUIREMENTS

| Position Profile  |
|---|
| Position: Partnership & Events Coordinator  |
| Primary Actions: Administration, office/workstation/venue-based tasks, moderate hours on feet for functions and events<br>Secondary Actions: Manual handling – low to medium frequency and volume |
| Additional notes (varies depending on position): Stakeholder communication and support, screenbased activities, travelling to multiple venues   |

| Action  | Never | Occasional | Frequent | Continually |
|---|-------|------------|----------|-------------|
| Sitting   |       |            | X        |             |
| Standing  |       |            | X        |             |
| Walking   |       |            | X        |             |
| Steps or stairs (MICF office and venues)                                |       |            | X        |             |
| Squatting or kneeling   |       | X          |          |             |
| Bending or twisting   |       | X          |          |             |
| Working with hands above shoulder height, reaching forwards or sideways |       | X          |          |             |
| Gripping or grabbing  |       | X          |          |             |
| Fine hand coordination (computer typing)                                |       |            | X        |             |
| Eye coordination (computer screen)                                      |       |            | X        |             |
| Lifting floor to waist, waist to height                                 |       |            | X        |             |
| Lifting above shoulder height   |       | X          |          |             |
| Carrying  |       |            | X        |             |
| Pushing or Pulling  |       | X          |          |             |
| Shift Work/Long hours   |       |            | X        |             |
| Driving (as part of position)   |       | X          |          |             |

| Risk Management       | Description  |
|-----------------------|--|
| Training              | Adequate training for appropriate lifting techniques |
| Resources             | Information on posture, breaks and exercises         |
| Trolley               | To transport medium to heavy items                   |
| Portable step ladders | To access shelves above shoulder height              |
| Staff support         | Recruit team members to assist manoeuvring an object |
| Ergonomic support     | Options for ergonomic furniture if appropriate       |