



## ROLE DESCRIPTION

# Sponsorship and Administration Support

**Reviewed:** June 2024

**Hours:** Part-time (6hrs per week)

**Remuneration:** \$30.00 per hour plus additional NMF Weekend honorarium of \$750.00

**Work setting:** NMC Office and on site during the Nannup Music Festival

**Reports to:** Nannup Music Club Committee, Festival Director

**Initial Commitment:** 3-month trial period

### **Nannup Music Festival Mission:**

To create, connect and strengthen community through music and the arts; to encourage and promote emerging and Indigenous artists; to drive local economic activity and support regional liveability through cultural tourism; to respect the environment and work towards minimising our impact, while learning and educating where we can.

### **Role Purpose:**

To assist with general administration and office duties of the Nannup Music Club Inc, with particular responsibility to sourcing and coordinating sponsorship for the annual Nannup Music Festival, as well as managing the Festival Campground Check-in over the festival weekend.

### **Qualifications and Requirements:**

This is a role for someone with:

- Previous administration experience.
- Sound computer skills (MS Office, filesharing, information management).
- Excellent written and verbal communication skills.
- Good time management and organisation skills.
- The ability to work independently and within a team.
- The ability to manage a team of volunteers.

- The ability to meet deadlines and work under pressure.
- A connection to the town of Nannup, knowledge of the local community and its resources.
- Willingness to learn new skills and attend relevant training opportunities.
- A strong understanding and commitment to the policies and [values of the Nannup Music Club Inc.](#)
- Public relations skills.
- Experience in working with community groups and management committees (desirable).
- Experience in customer service (desirable).

### **Key Roles and Responsibilities:**

#### **General administration**

- To assist in NMF online shop (Shopify) sales and postage
- To log any incoming calls/ messages and answer or pass to relevant person.
- To log all incoming and outgoing mail for the Nannup Music Club and pass to the relevant person.
- To update the correspondence document list of all incoming and outgoing mail for the monthly committee.
- To file any material as requested by any committee person.

#### **Sponsorship**

- To review the latest Sponsorship debrief report list items to follow up.
- To investigate sponsorship opportunities and following up on NMC Committee-identified opportunities and suggestions.
- To facilitate contact with sponsors and seek out potential sponsorship.
- To proudly represent the Nannup Music Festival and Club Inc.
- To liaise with NMC staff and Committee in developing new sponsorship and promotional opportunities packages.
- To maintain sponsorship records and contacts (existing database).
- To liaise with NMC staff to ensure sponsors are correctly invoiced and receive agreed benefits and acknowledgement.
- Provide a post-event report (Sponsorship) and attend the festival debrief meeting.

## **Festival Campground Check-in**

- To coordinate and manage Festival Campground Check-in operations before and over the festival weekend.
- To work with the Ticketing Manager and IT Coordinator in preparation for the Festival Campground Check-in.
- To work with the Volunteer Manager on the volunteer needs of the Festival Campground Check-in and manage a team of volunteers on the day.
- To liaise with The Nannup Golf Club on Festival Campground matters in preparation for the festival.
- To provide a post-event report (Festival Campground Check-in) and attend the festival debrief meeting.

## **Other duties**

- To assist with the cleaning and professional appearance of the premises of the Nannup Music Club.

## **Perks:**

- Work laptop
- PD support for relevant training and learning
- Festival Pass (x1)
- Volunteer T-Shirt (x1)
- Festival Breakfast Vouchers (x3)