

The Canadian Academy seeks Coordinator, Partnerships (Full-time)

The Academy of Canadian Cinema and Television is the largest non-profit professional arts organization in Canada. We are dedicated to recognizing, advocating for and celebrating Canadian talent in the film, television and digital media sectors. Our more than 4,500 members encompass industry icons and professionals, emerging artists and students. Collectively, we deliver professional development programs and networking opportunities that foster industry growth, inclusion and mentorship.

In everything we do, we seek to foster a culture of work that is creative and entrepreneurial, but also grounded in a respect for processes and professionalism that ensures the integrity of our membership organization. As a growing organization, we are looking for team members who will bring an enthusiasm and growth mind-set to their position.

The Canadian Academy is seeking a highly organized individual with an interest in developing their stewardship skills while acting as the key administrative and logistical support person within the Partnerships team. The Coordinator, Partnerships, will report to the Manager, Partnerships and VP Partnerships & Communication, and will be responsible for the tracking and management of sponsor obligations year-round, including the logistical requirements of successfully executing sponsor activations at events.

Specific responsibilities will include:

Administration

1. Manages and maintains Sales Force Database (updating sponsor contact info, inputting details of sponsor agreements, prospective sponsors, donors, etc.), including updates to sponsor mailing list
2. Maintains internal timelines for sponsorship team, including tracking key delivery dates for marketing materials and sponsor activations
3. Manages calendar for VP, Partners & Communications (setting meetings as required)
4. Updates and manages sponsor-related guest lists and RSVP's for various events
5. Proofing of Academy communications materials to ensure appropriate sponsor recognition according to logo usage guidelines
6. Creation of sponsorship invoices and liaising with finance team for sponsor related expenses

Sponsor Servicing and Stewardship

1. Conducts outreach to collect sponsor deliverables, including: logos, text recognition, eNewsletter, Program Book, and website banner ads, reels, etc. Delivers items to appropriate departments and external parties as required.
2. Assists the Manager, Partnerships in creating sales proposals
3. Assists the Manager, Partnerships in data collection related to the creation of annual Impact Report for sponsors.
4. Coordinating sponsor activations by liaising with vendors as required to produce branded materials
5. Oversees execution of on-site sponsorship activations at events, including assisting event production team with set-up and tear-down of sponsor signage, overseeing set-up of on-screen content (sponsor reels), and any other type of on-site sponsorship activation, as required
6. Assist the Manager, Partnerships in coordinating production of all sponsor-specific collateral, including submission of creative briefs as required, and gathering approvals from internal and external parties
7. Creates and/or supervises creation of sponsor reels and other forms of sponsor recognition

Event Liaison & Logistics

1. Works inter-departmentally to ensure appropriate sponsor representation at all Academy events
2. Acts as liaison between sponsors, Academy, event production team, show production teams, vendors, venues, and suppliers in coordinating sponsor involvement and visibility at events (e.g. speaking remarks, services provided, A/V requirements, activation opportunities)
3. Liaises with venues to organize site visits for sponsors and other stakeholders

Assists with additional duties and projects as necessary.

QUALIFICATIONS

- Highly organized with exceptional attention to detail
- Strong writing and proofreading skills
- Computer skills:
 - Experience with Salesforce
 - Microsoft Office (including Excel and PowerPoint)
 - Google Drive Suite
- Knowledge of or interest in the Canadian Screen industry
- Ability to maintain confidentiality

START DATE: As soon as possible

SALARY: Commensurate with experience

If you are interested in speaking with us about the position, please send your resume and cover letter to mdisney@academy.ca

The Canadian Academy thanks all applicants for their interest. Only those candidates selected for an interview will be contacted. The Canadian Academy is an equal opportunity employer.