

**The Canadian Academy seeks a COORDINATOR, PARTNERSHIPS
(Full-time)**

The Canadian Academy is seeking a highly organized and motivated 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 Senior Manager, Partnerships and Development and will be responsible for the tracking and execution of sponsor obligations year-round, including the logistical requirements of successfully executing sponsor activations at events.

Please note, due to the event-based nature of the Academy's work, this position will require significant overtime and flexibility of working hours during the lead-up to Canadian Screen Week (period spanning January through March, annually).

The Academy of Canadian Cinema & 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 enthusiastic and growth-oriented mindset to their position.

Specific responsibilities will include:

Administration

- Manages and maintains Sales Force Database (updating sponsor contact info, inputting details of sponsor agreements)
- Maintains internal timelines for sponsorship team, including tracking key delivery dates for marketing materials and sponsor activations
- Updates and manages sponsor-related mailing and guest lists and RSVP's for various events year-round
- Proofing of Academy communications materials to ensure appropriate sponsor recognition and adherence to logo usage guidelines
- Creation of sponsorship invoices and liaising with finance team for sponsor related expenses

Sponsor Servicing and Stewardship

- 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
- Assists the Senior Manager, Partnerships and Development in creating sales proposals

- Assists the Senior Manager, Partnerships and Development in data collection related to the creation of annual Impact Report for sponsors
- Assist the Senior Manager, Partnerships and Development in coordinating production of all sponsor-specific collateral, including gathering of approvals from internal and external parties
- Creates and/or supervises creation of sponsor reels and other forms of digital sponsor recognition
- Oversees execution of on-site sponsorship activations at events, including assisting event production team with set-up and tear-down, overseeing set-up of on-screen content (sponsor reels), and any other type of on-site sponsorship activation, as required

Event Liaising & Logistics

- Works inter-departmentally to ensure appropriate sponsor representation at all Academy events
- 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)
- Liaises with venues to organize site visits for sponsors and other stakeholders

Qualifications:

- Highly organized with exceptional attention to detail
- Ability to manage and effectively prioritize workload during peak periods
- Strong customer-service skills to ensure professional communication with partners
- Strong writing and proofreading skills
- Tech-savvy, with understanding of A/V requirements in various event-based settings
- 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 careers@academy.ca with the subject line: Coordinator, Partnerships.

The Canadian Academy thanks all applicants for their interest. Only those candidates selected for an interview will be contacted. The Canadian Academy is committed to providing a fair and equitable work environment and we are committed to recruiting and retaining a diverse workforce. We value diversity in our employees and we encourage applicants from a diversity of backgrounds to apply. We are proud to be an Equal Opportunity Employer.