



Show Sponsorship Coordinator

The Sponsorship Coordinator works alongside the Show Coordinator to ensure that gain sponsorship for the Show to assist with the fundraising efforts. Ideally, most sponsors will be confirmed by the end of March in order to meet the print deadline for the Show Programme and advertising material. Tasks involved include:

- Reviewing and updating the Sponsorship Brochure in collaboration with the Show Coordinator;
- Contacting previous sponsors and giving them first refusal on any sponsorship packages and following up any indications of interest;
- Contacting other local businesses and any businesses who previously indicated an interest to establish whether they wish to take up a sponsorship package;
- Keeping the Show Coordinator up to date about sponsors signing up for the current year and any requirements outside of those detailed in the brochure. The Show Coordinator will follow-up any initial agreement to request adverts, images and any copy required to fulfil the advertising benefits of the sponsorship packages agreed;
- Liaising with the Show Coordinator to send invoices to sponsors for payment;
- Keeping up to date records of contact details so that they can be used to establish interest in the next event.

In order to carry out these tasks effectively, the following attributes are required:

- Being good dealing with people and comfortable with contacting businesses to establish interest;
- Ability to keep accurate and up to date records;
- Able to work collaboratively as part of a team whilst being able to take the initiative when required;
- Availability to attend as many of the committee meetings as possible. These are usually held on the second Monday of January, March, and May and towards the end of June

The time commitment anticipated for this role is approximately 10 hours between January and the end of March.