



## Sponsorship Coordinator

### Bendigo Queer Arts Festival

Bendigo Queer Arts Festival is a volunteer-run not-for-profit incorporated association that produces and enables LGBTQIA+ arts and culture events, including the annual Bendigo Pride Festival, Bendigo Queer Film Festival and Queer Country Art Exhibition.

Our goal is to bring LGBTQIA+ people and allies together, celebrate our lives and make regional Victoria more queer-friendly. We believe art and culture can unite people, expand empathy and create a more harmonious society for everyone.

Some of our committee have extensive experience in event creation and management in the arts industry. Others have passion for raising the visibility of queer people and stories in Bendigo.

We have been running BQFF for 19 years now, and the Queer Country Art Exhibition for 16. The Bendigo Pride Festival joined our fold in 2019 and we now welcome thousands to our events every year. As we grow we rely on talented, passionate volunteers to join us to make our town the most fabulous it can be.

### Volunteer Role:

To create opportunities for sponsorship for the upcoming Bendigo Queer Film Festival through contact with businesses. To raise the brand awareness of the BQAF, Bendigo Pride and BQFF locally and internationally in order to increase patronage.

### Location:

- This position will be based at various locations within the festival precincts.

Meetings held at Emporium Creative Hub on Mitchell Street, Bendigo prior to the event

Queer Country Art Exhibition – Dudley House 60 View Street Bendigo

Film season at La Trobe Visual Arts Centre 121 View Street Bendigo

Bendigo Pride Festival – various locations around Bendigo CBD

### Qualities and Skills Preferred:

- Interpersonal skills.
- Attention to detail and accurate written skills.
- Friendly, cooperative and able to use initiative.



Bendigo Queer Arts Festival 47 Myers Street BENDIGO VIC 3550 ABN: 62 442 098 012

- Ability to volunteer as part of a highly committed and vibrant team.
- Required to be flexible and innovative in their approach to varied tasks.
- Resourceful and able to think outside the box.

#### **Duties:**

- Report to the BQAF Director and committee and carry out duties in relation to sponsorship as directed.
- Prepare sponsorship packages and distribute to prospective sponsors.
- Contact prior sponsors each year to gauge their interest in current sponsorship.
- Initiate contact with prospective sponsors.
- Follow up expressions of interest in sponsorship in a timely fashion.
- Maintain a data base of sponsors: businesses, contact person, phone numbers and email addresses, type of sponsorship provided and monetary value.
- Prepare and deliver sponsorship contracts in the timeframe provided.
- Obtain sponsor logos for publicity purposes.
- Contact sponsors outlets and arrange pick up/deliveries of goods.
- Follow up sponsors after the Festival to gauge their satisfaction with the event.
- Send expressions of gratitude to the sponsors following the Festival.

#### **Times Required:**

This will be negotiated with the successful applicant and take into account availability and commitment prior to and during the BQAF events. Committee meetings are generally held once a month on a Wednesday evening between 6:00 pm to 7: pm and then more frequent, as needed before the festival.

#### **Other Information**

More information on the event can be found at [www.bendigoqueerfilmfestival.com.au](http://www.bendigoqueerfilmfestival.com.au) and <https://bendigopridefestival.com.au/>