

BRANDLIVE

Sponsorship Coordinator Vancouver, BC

BRANDLIVE creates and produces exceptional events designed to connect people with brands + ideas through authentic and unforgettable live experiences. Our people are our greatest asset and the key to our success. We provide a vibrant environment of creativity and passion for them to perform at their best and realize their potential.

We are growing, and looking for a Sponsorship Activation Coordinator to support our event production teams on a variety of events. You are highly organized, detail focused, committed to excellent client service and have finely-tuned writing and Powerpoint skills. You thrive in a high pressure, high performance environment, are able to manage multiple projects and deadlines with a smile. You are a self-starter and have a unique mix of right brain creativity and left-brain logic.

Specific Duties/Responsibilities:

- Reporting to the Director of Sales and the Senior Sponsorship Manager, support sales team in compiling, presentation documents, sponsorship sales materials and pitch decks including: researching events and sponsors, drafting content, picture research, editing and proofreading.
- Liaise with sponsors, agencies and corporate clients to market and sell experiential activation and hosting space at events.
- Draft and track sponsor contracts to ensure all sponsor benefits are outlined and delivered onsite
- Liaise with sponsors to gather on site activation requirements including but not limited to power, water, sound, lights, staging, tenting and FF&E
- Build online forms and questionnaires to gather sponsor requirements
- Build and maintain spreadsheets and schedules detailing sponsor benefits and on-site activation requirements
- Work closely with Event Producer, Production Manager and Site Manager to fully understand site layouts, production schedules and event logistics
- Work closely with Sales Team and Social Media Coordinator to ensure sponsors' Social Media benefits are fulfilled
- Track sponsor bill-backs and liaise with Accounting Department to coordinate invoicing and payment
- Contribute to after action reports and event debriefs by providing constructive feedback and suggestions of how to improve procedures and on site service delivery
- Be client-facing and maintain a positive, professional demeanour at all times

Knowledge, Skills & Abilities:

- Degree or Diploma in Marketing, Communications or related field is preferred, and minimum 3 years experience in a sales and/or marketing role
- Advanced skills in Google Docs, Powerpoint Microsoft Office and Adobe Creative Suite
- Proven ability to meet tight deadlines and manage multiple projects
- Strong written communication skills, and ability to alter voice and tone to reach diverse audiences
- Ability to work on multiple projects and effectively prioritize tasks in a fast paced environment
- Ability to foster a highly collaborative environment with internal team and with clients

To apply please send following items to: hr@brandlivegroup.com

- Cover Letter
- Resume
- Your favourite example of a successful event sponsorship and what makes it great!

Application Deadline November 24, 2017.