



Sponsor Services Coordinator

Durham Performing Arts Center in Downtown Durham seeks a part-time Sponsor Services Coordinator to assist the Director of Corporate Partnerships for Broadway and Concerts/Comedy performances, serving as an integral part of the Corporate Partnerships team. Please note this will be a paid part-time job. The Sponsor Services Coordinator will get a hands-on look at what makes DPAC consistently rank among the top ten most attended and highest grossing live entertainment venues in the US.

Requirements:

The candidate needs to have excellent written and verbal communication skills, possess strong organization and time management skills, and be proficient in the Microsoft Office suite. Candidates should also have a passion for the live entertainment industry with an interest in sales and sponsorships.

Key Tasks:

- *Serve as the liaison between DPAC and its Corporate Partners.
- *Update and follow up on marketing deliverables and key dates for each sponsor under contract.
- *Use automated sponsor billing system to send invoices monthly to sponsors. Follow up with sponsors monthly on payments.
- *Create sponsor welcome package with detailed sponsorship spec sheet for all sponsor assets including digital marketing, ticket inserts, video displays, and other sponsorship marketing materials.
- *Create show-by-show and monthly sponsor recaps using Constant Contact email marketing software.
- *Manage sponsor ticket requests and establish sponsor ticket tracking system and monthly distribution of available shows.
- *Manage set-up of sponsor displays at events including SunTrust Broadway signage and Lexus car displays.
- *Serve as host for SunTrust client parties and other sponsor receptions held at DPAC.
- *Assist in the creation of sponsorship proposals, proposal videos, and related collateral materials

Individuals interested in the Sponsor Services Coordinator position at DPAC should forward their resume, a brief cover letter and all applicable information to DPAC's Human Resources at hr@dpacnc.com. Please enter "Sponsor Services Coordinator" as the subject line.

****Please note that due to the high volume of applications we receive only those candidates that move forward in the hiring process will be contacted for this position.***

Hiring Manager(s) for this Position:

Allison Panella
Director of Corporate Partnerships
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THE CENTER FOR LIVE ENTERTAINMENT

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