

# POSITION DESCRIPTION



## Industry Partnerships Officer (PN396)

WORKING IN THIS POSITION	
<b>Division:</b>	Partnerships & Development
<b>Position Status:</b>	Ongoing, Full Time (5 days per week)
<b>Classification:</b>	AFTRS Level 6
<b>Role Requirements:</b>	Working With Children Check (WWCC)
<b>Primary Purpose of the Role:</b> Reporting to the Head of Industry and Alumni Engagement and working collaboratively with other members of the P&D team, the Industry Partnerships Officer is responsible for account management and servicing of AFTRS industry partnerships, in line with the objectives and measures of <a href="#">AFTRS' corporate strategy</a> .	

WORKING AT AFTRS
<p>AFTRS is a Commonwealth statutory authority, established by the <i>Australian Film, Television and Radio School Act 1973</i>. AFTRS is the national screen and audio school – the only Australian education institution to consistently make <i>The Hollywood Reporter's</i> prestigious annual list of the top film schools in the world. Working hand-in-hand with the screen and broadcast industries, AFTRS is a global centre of excellence that delivers the highest level of screen and audio education, training and research across Australia.</p> <p>We are values-led, which means that we strive for <b>Excellence</b>; we practice <b>Courage</b>; we believe in <b>Community</b>; we embrace <b>Creativity</b>, and we are <b>Generous</b>. Our commitment to these values means that:</p> <ul style="list-style-type: none"><li>• We are leaders in our fields and strive to adapt in the face of an ever-changing industry in the pursuit of Excellence;</li><li>• We are curious, resilient and embrace challenge and the unfamiliar with open- hearted perseverance through our Courage;</li><li>• We work together with respect, responsibility and reciprocity, recognising that our strength comes from inclusivity and shared accountability in our Community;</li><li>• We embrace different ideas, experiences and knowledges in the pursuit of creative excellence and innovation through our Creativity;</li><li>• We share our skills and knowledge and are equipped and honoured to help tell each other's stories through our Generosity.</li></ul>

KEY ACCOUNTABILITIES
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Working collaboratively with other members of the P&D team, this role is responsible for account management of industry partnerships, which may include guilds, screen agencies, festivals, conferences, trade publications, production companies, education institutions and other industry partners, including:

1. Contribute to the Industry Skills Framework and Partnerships Tracker to ensure decisions are made on the latest information.
2. Manage the agreements calendar and initiating partnership negotiations and renewals.
3. Meet and communicate with potential partners, fielding incoming proposals, creating or reviewing partnership proposals and making recommendations.
4. Coordinate delivery under each agreement, using strong internal relationships to jointly make the most of the negotiated benefits, including marketing and communications opportunities, as well as guest list, ticket and accreditation allocations.
5. Produce and attend events, panels and networking functions negotiated as part of the partnerships.
6. Coordinate any negotiated training in partnership with the Teaching and Learning division.
7. Support the Industry & Alumni Engagement team, the Events team and the First Nations and Outreach team in running industry-facing events and showcases.
8. Represent AFTRS at industry networking events when appropriate.
9. Invoicing and payments, contract execution and filing, and reporting.
10. Develop forward plans, improving processes and streamlining internal workflows.
11. There may be a requirement to undertake tasks outside the scope of the responsibilities listed to support the organisation and at times outside of regular business hours (see above information about industry and school events). AFTRS will engage in a conversation should these tasks arise.

#### KEY CHALLENGES & RISKS

1. Ensure the AFTRS brand and reputation is maintained through appropriate communications with our partners and the wider industry.
2. Ensure communication reflects positively on the AFTRS brand, celebrates successes, ensures our ongoing relevance and is in line with our core values.
3. Ensure timely responses to external and internal stakeholders (a priority/triage system to be coordinated with your manager).
4. Deliver on our commitments to partners and our remit, focusing our efforts on educational and in-kind support rather than purely financial.
5. Ensure close relationships and ongoing communication within a busy division to generate leads, and opportunities to fundraise and leverage scholarships and/or sponsorships are passed on in a timely manner to the Business Development Team.

#### WORKING IN THE DIVISION

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The wider Partnerships and Development division comprises four units:

- i. Marketing and Communications
- ii. Student Recruitment and Admissions
- iii. Industry and Alumni Engagement
- iv. Short Courses
- v. Development

The division works collaboratively to ensure the ongoing and future sustainability of the School and its national and international reputation for excellence by promoting AFTRS and building and maintaining key strategic partnerships that deliver meaningful and mutually beneficial outcomes.

With an internal and external focus, this division is responsible for driving the school’s business development strategy, including national and international student recruitment; initiating and growing partnerships with screen and broadcast organisations and corporate and commercial organisations, and expanding philanthropic engagement and in-kind support from stakeholders and alumni.

KEY RELATIONSHIPS	
<b>Reports to:</b>	Head of Industry & Alumni Engagement
<b>Direct Reports:</b>	No Staff report to this position
<b>Indirect Reports:</b>	N/A
<b>Key Internal Relationships:</b>	Short Courses; Sales & Distribution; Marketing & Communications; Events; CEO; Discipline Leads; Library; Student Centre.
<b>Key External Relationships:</b>	Industry guilds; Film Festivals, Conference Organisers; Trade Publications; Education Providers; Production Companies; Screen agencies; AFTRS Alumni and other organisations from the radio and screen sectors.

### SELECTION/CAPABILITY CRITERIA

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#### Essential:

1. A strong understanding of and interest in the screen and broadcast industries, and how they relate to AFTRS as a training institution.
2. High level writing skills with strong attention to detail and the ability to communicate with multiple stakeholders and audiences.
3. Demonstrated ability to coordinate, progress and prioritise multiple projects on parallel timelines.
4. Strong relationship building skills including the ability to build rapport and trust, negotiate and influence, and design effective collaborative workflows.
5. High level customer service and problem-solving skills including a demonstrated ability to act proactively and with sound judgement, and deal positively with feedback.
6. Demonstrated knowledge, understanding and commitment to the principles and practices of belonging and inclusion including experience engaging respectfully and meaningfully with First Nations people and culturally and racially marginalised groups.

#### Desirable:

7. Experience planning and managing events.
8. Experience with contract negotiation.
9. Experience in a Government, not-for-profit, educational or screen/audio organisation.
10. CRM experience.

#### EMPLOYMENT CHECKS & OTHER POSITION REQUIREMENTS

##### Employment Checks Needed:

1. Working With Children Check

##### Other Employment Requirements:

2. N/A