

# RISING :

PARTNERSHIPS COORDINATOR  
POSITION DESCRIPTION 2025

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ROLE :	PARTNERSHIPS COORDINATOR
TEAM :	PARTNERSHIPS
TERM :	SEASONAL FIXED TERM TO JULY 30 2025
REPORTING TO :	SENIOR PARTNERSHIPS MANAGER

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## RISING

[RISING](#) is a festival of new art, music and performance in the heart of Naarm (Melbourne, Australia). A major cultural event for the Asia Pacific Region, the festival is created by a diverse team of local, national and international artists and curators. RISING's purpose is to reflect Melbourne's identity and amplify its art and artists.

RISING will return 4 – 16 June 2025. [View the 2024 RISING program.](#)

## THE ROLE

The Partnerships Coordinator is responsible for partner and donor servicing; administration of funding and donations, payments and invoices; stakeholder support; prospect research and insights; database maintenance and other related administrative responsibilities to support the work of the department.

The festival has a strong focus on producing our own events and commissioning new work. As such, our evolving operation model requires the Partnerships Coordinator to be:

- Dynamic
- Flexible
- Highly organised
- Systems oriented

The Partnerships Coordinator is oriented towards minimising onerous procedures and maximising seamless information sharing.

## DAY-TO-DAY , YOU WILL :

- Administer grants, donations, payments, timelines and invoices
- Manage and optimise processes, procedures and systems on behalf of the department, including database platforms (Tessitura and Airtable)
- Maintain database of supporters, including leads, existing communications and funding/giving history
- Support the Partnerships Director, Senior Partnerships Manager and Partnerships Account Manager to research government, philanthropic and other fundraising funding opportunities
- Support the development of grant applications and partner pitches
- Coordinate the partner benefit deliverables and the reporting and acquittal of government, philanthropic and other funding sources against fundraising and stakeholder KPIs
- Assist with supporter stewardship activities through tailored servicing and ticketing, great event management skills and attention to detail
- Provide administrative assistance to the Partnerships Director, Senior Partnerships Manager and Partnerships Account Manager in the implementation of stakeholder engagement and fundraising strategy and plans
- Contribute to the delivery of RISING's FairPlay Equity Action Plan as appropriate for your role
- Perform related duties as required by the team

## SKILLS YOU'LL NEED :

- Clear and friendly communication
- Exceptional organisational and planning skills
- Flexibility
- Collaboration
- Embracing a positive approach to problem solving
- Strong sense of ownership and accountability
- High levels of initiative

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## BONUS POINTS FOR:

- A nerdish fascination with Airtable, Tessitura or other CRM package
- Experience working within a major event, festival or arts organisation

## WORK SCHEDULE & FLEXIBLE WORK ARRANGEMENTS

RISING supports flexible working arrangements for staff and a hybrid office/WFH model is currently in place. The RISING office is situated at Level 2, 377 Lonsdale Street, Melbourne 3000.

As part of our flexible working arrangements, there is an expectation that staff will be available for office-based and on-site work as required by their role.

RISING's usual business hours are between 9am and 5pm from Monday to Friday. However, you may be required to work outside these hours in order to meet the demands of the annual festival operational cycle and the responsibilities of your position.

## ACCESS

RISING is a festival aspiring to be a cultural leader in inclusion and accessibility. We want our organisation and program to be a true reflection of our city representing people with a variety of skillsets and life experiences, cultures and backgrounds. We encourage applications from First Nations people, those who are from culturally and linguistically diverse backgrounds, people who are LGBTQIA+, Neurodivergent people, people who have a disability and/or who are d/Deaf.

If you have access requirements that will cause difficulty applying online and you need assistance, please call 03 9662 4242, Monday to Friday, between 9AM-5PM. We are only able to respond to accessibility enquiries at this number, for all other queries please email [jobs@rising.melbourne](mailto:jobs@rising.melbourne).