



**JOB SPECIFICATION  
POSITION:**

**DEVELOPMENT & PARTNERSHIPS EXECUTIVE**

**ENGAGEMENT:**

**PART TIME 0.4 FTE**

Two days per week based in Illuminate Adelaide office

Year round, with additional hours required during peak Illuminate Adelaide seasons (by negotiation)

Role subject to three-month review by Head of Development & Partnerships and Co-Creative Directors

**REPORTS TO:**

**HEAD OF DEVELOPMENT & PARTNERSHIPS**

**ILLUMINATE ADELAIDE**, a celebration of innovation, art, light, music and technology, is a new annual major event for South Australia presented each year in winter since 2021.

During July every year, Illuminate Adelaide takes over Adelaide's city streets, laneways and buildings with interactive installations, immersive experiences and performances. Implementing an entirely new event concept in South Australia, Illuminate Adelaide celebrates the convergence of future technology and creative industries.

This annual major event comprises a massive free program throughout key precincts of the Adelaide CBD as well as series of ticketed events from large scale immersive experiences in key venues to intimate exhibitions around Adelaide for the people of South Australia and beyond.

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**Position Summary**

Development & Partnerships Executive, will work closely with the Head of Development & Partnerships, and the Co-Creative Directors, to evolve and grow Illuminate Adelaide for South Australia by building a strong financial base through business partnerships, and sponsorship, to complement its sponsorship from the South Australian State Government.

The position will drive the development and implementation of a Strategic Plan that enables the Event to target and attract local, national and international partnerships, develop individual and corporate relationships, attract donors and increase audiences. The position is expected to develop existing and source new partnership opportunities that enhance the brand and profile of the Event and assist in the creation of Illuminate Adelaide as a major international event.

## **Key working relationships**

The position works closely with:

- Head of Development & Partnerships to deliver key strategic and operational objectives and KPIs
- Marketing, Finance, Programming and Production teams to deliver on the Event vision and outcomes;
- Key stakeholders including corporate partners, government agencies, key stakeholders, industry bodies, precinct partners, and local businesses.

## **Key Responsibilities**

### **1. Development & Partnerships**

- 1.1 Develop new opportunities for within relevant industry sectors to attract corporate partnerships with businesses that reflect its artistic vision and position as a world-class major Event. This may include local business activation program
- 1.2 Identify, drive and maintain strategic partnerships with external stakeholders including arts industry, cultural and educational institutions, corporate sector, local businesses and government as required.
- 1.3 Developing, negotiating and securing sponsorship agreements through the development of comprehensive and targeted proposals in consultation with Head of Development & Partnerships, as required
- 1.4 Collaborate with other departments on the production of the food and beverage hub 'Base Camp', involving the Event's beverage partners and other corporate partnership collaborations, where appropriate.
- 1.5 In conjunction with the Head of Development & Partnerships, and Co-Creative Directors, develop a program of corporate partnerships that involve designing, packaging, selling and executing bespoke experiences and activations to enhance the level of connection and engagement between Illuminate Adelaide and the city's business community
- 1.6 Work closely with the other staff to engage and nurture relationships with potential and existing sponsors and partners that enhance both the financial and cultural benefits and leverage promotion of the Event locally, nationally and internationally.
- 1.7 Assist with the application for grants from philanthropic Trusts and Foundations; assist with the preparation of reports for the Head of Development & Partnerships, on outcomes.

- 1.8 Liaise with Marketing, Programming and Production teams to explore innovative ways to develop revenue opportunities and relationships and deliver agreed benefits to existing partners.
- 1.9 Continuously scan the corporate environment for opportunities to develop local, national and international networks and relationships that result in new business connections including for example Business Events Adelaide
- 1.10 Oversee the implementation of in-kind contractual arrangements with partners including monitoring of expenses and spend.
- 1.11 Ensure compliance with sponsorship agreements across the Event, including the provision of sponsor benefits, branding requirements and ticketing working with the VIP Ticketing and Event Coordinator.
- 1.12 Assist in the Development & Partnerships department in the delivery of all VIP events and functions throughout the Event season.
- 1.13 In conjunction with Head of Development & Partnerships, develop a corporate and philanthropy strategy and program of events for year-round engagement.
- 1.14 Act as a key senior representative for Illuminate Adelaide as required representing the Head of Development & Partnerships, and Co-Creative Directors and Co-Creative Directors, at key stakeholder meetings and functions, as required.
- 1.15 Actively contribute to Illuminate Adelaide's long-term development goals and growth of the Event.

## **2. Reporting & Finance**

- 2.1 Provide comprehensive reporting for partners that demonstrate the outcomes and benefits provided by the Event and the value of their investment.
- 2.2 Prepare acquittal reports for all sponsorship arrangements, donations and grants.
- 2.3 Prepare budgets and forecasts; monitor performance against budget.
- 2.4 Monitor revenue and expenditure against budgets and targets; compile monthly reports on project budgets
- 2.5 Contribute to the application, servicing and acquittal of Government grants when required.

## **3. People & Culture**

- 3.1 Be an active member of the Illuminate Adelaide team and assist with the implementation of plans and objectives in line with the Event's overall vision & artistic goals.
- 3.2 Adhere to and comply with Illuminate Adelaide policies and procedures including WHS requirements.



- 3.3 Illuminate Adelaide has a zero tolerance of any form of harassment and has a workplace discrimination and harassment policy that is applicable to all levels of management, staff and board members. Illuminate Adelaide is committed to providing a safe, flexible and respectful environment for staff, free from all forms of discrimination bullying and sexual harassment. All staff are required to treat others with dignity, courtesy and respect and have the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimized.

### **STAFF BENEFITS**

At Illuminate Adelaide we are committed to fostering a workplace that supports your wellbeing, growth and development, and life beyond work. As a valued member of our team, you'll have access to a variety of benefits, including;

- Five additional days (pro-rata) paid 'event' leave each year for year-round staff, on top of your four weeks annual leave.
- Access to complimentary and discounted tickets for a range of our program events
- Flexible work environment

Applications close COB Monday 18 August 2025

Illuminate Adelaide is an equal opportunity employer, we encourage and promote diversity and inclusion, and welcome applications from all backgrounds.