

MUTEK

Sponsorship Manager

About MUTEK :

MUTEK is a non-profit organization dedicated to electronic music and digital creativity. Its main activity is the annual presentation of the MUTEK Festival and its professional Forum in Montreal in August, as well as in 2024, the first edition of a digital art installation tour. The rest of the year is punctuated by various occasional activities. Driven by humanistic values including equity, equality, and inclusion, MUTEK is committed to supporting and showcasing the diversity of creative expressions in its sector.

Mandate

Reporting to the General and Artistic Director, the Sponsorship Manager will be responsible for researching, developing, and maintaining relationships with private sponsors.

Tasks and responsibilities

- Strengthen existing relationships, develop and expand a network of contacts, and maintain quality connections with potential sponsors.
- Develop, implement, and evaluate strategies to increase revenue for MUTEK activities (including the Festival, Forum, and digital art installation tour).
- Identify and research potential sponsors.
- Negotiate new sponsorship agreements and ensure follow-up.
- Structure partner and sponsor visibility plans and documents.
- Develop and implement original sponsorship activations.
- Contribute to solicitation efforts in various forms and participate in achieving set objectives within determined timelines set by management.
- Attend public events and build constructive relationships with various stakeholders in the arts and business communities.
- Draft agreements for all partnerships.
- Foster ongoing engagement with partners.
- Finalize agreements involving monetary contributions as well as goods and services.
- Support management in seeking public funding and donations.

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- Ensure the execution of commitments and manage negotiated agreements with various public and private partners: operations, visibility, internal and external approval processes, invitations and protocols, service exchanges, etc.
- Contribute to planning and accountability processes.
- Evaluate and prepare reports related to activities conducted.

Skills required

- Significant experience in the cultural and festival environment in Quebec.
- Versatile profile demonstrating significant experience in sponsorship research.
- Negotiation skills.
- Leadership and autonomy.
- Ability to develop creative ideas and activations for partners.
- Organized, autonomous, initiative-driven, able to work independently, in teams, and under pressure.
- Ability to manage multiple projects simultaneously and meet tight deadlines.
- Adherence to deadlines, attention to detail, meticulousness, while having highly developed priority management skills.
- Excellent communication skills and ability to maintain good interpersonal relationships.
- Excellent spoken and written French and good spoken and written English.
- Availability (occasional irregular evening and weekend hours).

Working conditions

- Start Date: As soon as possible
- Full-time - flexible schedule with increased availability approaching the event
- Position based in Montreal
- Base salary + commission, to be discussed based on experience

Attention will be given to employment equity in the hiring process to address gaps in the representation of groups considered as minorities, including women, non-binary people, Black, Indigenous, racialized minorities and/or LGBTQIA2+ communities and/or persons with disabilities.