



## **Partnership & Activation Specialist-GastroArts**

The successful applicant will serve as the primary contact between the event organizing team and our corporate partners and will take a crucial role in creating strategic plans to best communicate our partner's brand message and to build strong links in various industries.

### **Key Responsibilities**

- Serve as liaison between corporate partners, event vendors and the organizing team.
- Manage and track marketing inventory for brand activations.
- Source and manage event merchandise deliverables.
- Prospecting and securing of sponsorships and advertising products.
- Development of leads database for new partners.
- Responsible for fulfilment of marketing agreements and overseeing execution in micro events.
- Keeping accurate sales records and accounts.
- Meeting of specified sales targets as a team.
- Assist with team sales campaigns, promotions, mixers and brand activation events.

### **Key Requirements**

- Degree in marketing, events management or related field and/or proven experience in event planning, sales or business development.
- Minimum 2 years in similar position.
- Prior experience with F&B events or the Art industry a plus.
- Excellent organizational, communication, negotiation, and multitasking skills
- Ability to remain calm under pressure without losing a customer-service oriented attitude
- Experience managing budgets and expense tracking
- Advanced knowledge of Word, PowerPoint, Adobe Acrobat, and Excel

Thank you for your application. Only shortlisted candidates shall be notified