



AUSTRALIAN
INTERNATIONAL
DOCUMENTARY
CONFERENCE

PO BOX 81
FLINDERS LANE
MELBOURNE VIC 8009
AUSTRALIA

INFO@AIDC.COM.AU
WWW.AIDC.COM.AU

ABN 31 098 558 313

PARTNERSHIPS AND INDUSTRY DEVELOPMENT MANAGER POSITION DESCRIPTION

| | |
|-------------|--|
| Position: | Partnerships and Industry Development Manager |
| Term: | Fixed Term Contract |
| Start Date: | Start of October 2025 |
| End Date: | 30 June 2026 |
| Hours: | Part-Time (9 days per fortnight) |
| Reports To: | CEO / Creative Director |
| Location: | Hybrid - ACMI X (Melbourne) and Remote (Work From Home) |
| Salary: | \$80,000 - \$85,000 pro rata + 12% superannuation guarantee rate |

Organisational Context

Established in 1987, AIDC is a not-for-profit, leading organisation for the documentary and factual sector in Australia, committed to supporting and elevating nonfiction storytelling and storytellers to create a vibrant, diverse, and sustainable industry ecosystem. AIDC presents the Australian International Documentary Conference - the premier documentary and factual event in the Southern Hemisphere - bespoke regional events and a suite of tailored industry development programs and initiatives.

The Australian International Documentary Conference is a world-class, agenda-setting event that brings together representatives from across the globe to showcase new ideas and trends, and to drive inspiration, collaboration, and production. It features a marketplace for documentary and factual content, a curated program focusing on craft, business, and innovation, industry development and awards programs, and networking opportunities to facilitate new connections. AIDC's unique project and professional development initiatives are designed to unlock industry pipelines for diverse practitioners at all career stages, and projects across all platforms, forms, and formats to unlock vital creative and business outcomes and contribute to a sustainable future for our sector.



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Position Summary

AIDC's Partnerships & Industry Development Manager is responsible for supporting the business development of the organisation across partnerships, philanthropy, and industry development programs and initiatives.

They will report to the CEO/Creative Director and form part of AIDC's Executive Team, working closely with the General Manager, Marketing and Communications Manager, and Industry Manager, as well as a team of fixed-term staff and service providers. This role is integral to the successful development and delivery of AIDC's annual conference as well as a program of other events, activities, and initiatives across the year. The role is based in Melbourne and is assessed against Key Performance Indicators.

The successful candidate will be responsible for refining and delivering AIDC's partnerships and industry development strategy. This includes identifying and securing new and innovative industry, corporate, and cultural partnerships to meet AIDC's partner revenue targets, as well as contributing to developing new industry opportunities through partnered initiatives. The role will also include negotiating the return of existing partners and ensuring the delivery of all partner benefits, as well as stakeholder servicing for all new and existing partners.

The Partnerships & Industry Development Manager steers AIDC's Leading Lights program, a philanthropic initiative designed to enable emerging and early-career, Aboriginal and Torres Strait Islander, LGBTQIA+, d/Deaf, disabled and neurodiverse, regional and remote, and culturally and linguistically diverse (CALD) nonfiction practitioners to participate in AIDC and related programs. The role will be responsible for securing new donors and partners to contribute to the fund, and to manage the Leading Lights coordinator who will assist with the call for applications and selection of Leading Lights participants and the delivery of the Leading Lights program of events at each year's Conference.

Your personal skill set includes experience in and evidence of successful business development, revenue raising, and stakeholder management in a screen industry, arts industry, and/or not-for-profit context, as well as demonstrated capacity to secure cash and in-kind partnerships. You will have a comprehensive knowledge and experience of the Australian and International documentary and factual sector and the relevant stakeholders - screen agencies, funders, distributors, creators - who contribute to the ecosystem of the sector. Ideally, you will have experience in raising funds through philanthropic donations to secure philanthropic funding for our Leading Lights program and other initiatives.

You have high-level negotiation and communication skills and are a strategic thinker with the ability to develop new and innovative partnership and business development ideas. You have knowledge of and interest in documentary and factual screen content, a broad network of expert industry contacts, and expertise in stakeholder management. You are a lateral thinker, take initiative, and apply logic and problem-solving skills to all facets of your work. You will be highly organised and efficient, and have the ability to multitask and work collaboratively with the team in a pressured environment with firm deadlines. Ideally, you have a sound knowledge of



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documentary practice across craft, business, impact, and innovation, and First Nations storytelling.

Key Responsibilities

- Develop and implement strategies designed to attract new revenue streams from industry, corporate, and philanthropic sectors per AIDC's Partnerships Policy to meet, and ideally, exceed AIDC's cash and in-kind sponsorship targets.
- Contribute to government funding opportunities, including funding applications, managing funding benefits, deliverables, and acquittal reports.
- Contribute to growing and enhancing AIDC's industry development program by supporting the design and delivery of new industry development initiatives that provide partnership income for AIDC as well as project and professional development opportunities for AIDC delegates and documentary practitioners.
- Steer AIDC's philanthropic Leading Lights program, as well as identifying new philanthropic opportunities to support the delivery of AIDC's annual conference and a small program of year-round events.
- Develop tailored partnership packages and quality partnership proposals to secure returning and new partners.
- Negotiate partnership terms, including investment levels, benefits, and deliverables, and draw up and manage the execution of partner contracts.
- Develop and maintain excellent relationships with all partners and stakeholders and be their main point of contact before, during, and after the conference.
- Liaise with the conference team, including industry, programs, marketing, and events, to ensure all partnership requirements and deliverables are met in the lead-up to, during, and after AIDC.
- Maintain and track the status of partnerships, keep appropriate records of all benefits and deliverables, and ensure all partner invoices and payment requirements are processed promptly.
- Be responsible for updating and maintaining the partner/donor records in the organisation's tracking systems.
- Alongside the AIDC team, oversee the quality delivery of partnership-presented programs, sessions, and initiatives at AIDC events, including brand visibility, speaking opportunities, content delivery, and partner passes.
- Prepare detailed financial and narrative partnership and funding reports measuring key statistics, achievements, and outcomes, including comparative analyses of yearly growth.
- Create tailored post-AIDC partner reports for cash and in-kind partners and funding agencies.

Selection Criteria: Essential

- Proven ability to raise partnership revenue and to secure cash and in-kind partnerships in a screen industry, arts, or other relevant not-for-profit environment
- Proven ability to develop partnership strategies and identify, engage, and negotiate new partnerships



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- Strong record of successful stakeholder management from initial pitching and negotiation of partnership offerings, to successful delivery and reporting of partner benefits
- Demonstrated experience in the planning, development and delivery of partner-supported sessions, events and/or screenings
- Ability to secure philanthropic funding and /or donations in a not-for profit or arts organisation
- Proven ability to negotiate deal terms, oversee the drafting of new contracts (AIDC templates to be provided), as well as execute agreements
- Excellent communication, interpersonal, and negotiation skills, particularly in relation to partners and philanthropic donors or organisations
- Strong time-management and organisation skills, and the ability to meet a large number of competing deadlines.
- High level of digital literacy, including experience with Mac platforms, and use of the Microsoft Office Suite, Google Drive, and the Adobe Creative Suite, particularly InDesign

Selection Criteria: Desirable

- Experience/ interest in the documentary and/or factual television or online streaming sectors or wider film and television industry.
- Experience using a CRM database and project management systems
- Experience in working in a festival, event and/or conference setting.

Key Performance Indicators

- Meet or exceed cash & in-kind Sponsorship targets
- Meet or exceed the target for returning partners
- Meet or exceed the target for quality of new partners
- Meet or exceed the number of partners indicating they will renew in subsequent years
- Meet or exceed the target for philanthropic donations
- Contribute to securing special projects investment from funding agencies.
- Engagement with and contribution to a positive workplace culture