

Position: Sponsorship and Ad Sales Coordinator  
Status: Volunteer and/or Intern  
Location: OFS office and surrounding community (Olympia/Lacey/Tumwater)  
Reports To: Elaine Vradenburgh, Development Director/Board Coordinator

The Olympia Film Society relies on ad sales and sponsorships to support our programs. We leverage our print ad space and audience announcements to create mutually beneficial marketing relationships with local businesses. The Sponsorship and Ad Sales Coordinator represents OFS in the business community by managing relations with our sponsoring and advertising partners.

**Duties:**

- Networking: pursue partnerships with local businesses.
- Local Travel: work with businesses located in Olympia, Lacey and Tumwater.
- Resource Development: build and maintain relationships with sponsors / advertisers.
- Donation Gathering: secure monetary and in-kind donations from business community.
- Customer Service: Represent Olympia Film Society in the business community and ensure positive relations with sponsors / advertisers.
- Communications: manage sponsors logos and recognition.
- Record Keeping: data-entry in donor database.

**Commitments:**

- Minimum position commitment of 6 months.
- Minimum time commitment of 4 hours each week.
- Flexible schedule with weekly check-in.

**Benefits:**

- Part of an awesome organization.
- Film admission passes.
- Training provided.
- Letter of recommendation.
- Internship credit available.
- Build skills and experience in fundraising, resource development, customer service, and sales.

**How to Apply:**

Please submit a resume and letter of interest to [jobs@olympiafilmsociety.org](mailto:jobs@olympiafilmsociety.org) with the subject line: Ad Sales/Sponsorship Coordinator

**Or mail to:**

The Olympia Film Society  
416 Washington Street SE, #208  
Olympia, WA 98501