

QUEENSLAND THEATRE POSITION DESCRIPTION

Development Coordinator

Goals

- The highest quality administration of Development activities
- The growth of Queensland Theatre's Development program

Objectives

1. To ensure smooth operation of the administrative functions of the Development Department
2. To provide high quality support to the Corporate Development Manager and Philanthropy Manager in nurturing relationships with sponsors and donors
3. To assist in planning and coordinating development events and activities

Duties

Objective 1

To ensure smooth operation of the administrative functions of the Development Department

- Maintain CRM database (Tessitura) and generate reports as required
- Write and update Policies and Procedures for Development Department as required
- Maintain system for tracking and delivering sponsor benefits and donation renewals
- Create and revise administrative tools (eg forms, templates etc)
- Quarterly sponsor report of utilised benefits
- Basic accounting responsibilities for Department (purchase orders, budget oversight)
- Storage and archiving of all Development Department records

Objective 2

To provide high quality support to the Corporate Development Manager and Philanthropy Manager in nurturing relationships with sponsors and donors

- Arrange meetings with existing and prospective sponsors and donors
- Liaise with sponsors and internal departments (eg Marketing) to ensure that contracted hospitality, ticketing, advertising and other sponsor benefits are delivered in a timely and effective manner
- Manage donor and sponsor recognition in Queensland Theatre publications and on other materials
- Attend networking events as the Company's representative as required

Objective 3

To assist in the planning and developing of development events and activities

- Coordinate Development events and functions as required
- Prepare invitations for sponsors for each opening night and other events and coordinate RSVPs
- Organise opening night pre-show functions
- Organise and host sponsor related hospitality functions

Other duties as required, from time to time.

Selection Criteria

- Demonstrated, high level administrative skills, with great attention to detail
- Excellent organisational skills and the ability to establish effective and efficient systems for managing tasks
- Demonstrated high level computer skills, especially using data bases, preferably with a CRM system
- Experience in planning and implementing small events
- An appreciation of the performing arts

Reporting relationship

The position reports to the Deputy Executive Director/Philanthropy Manager.

Length of appointment

Twelve months with opportunity for renewal, commencing as soon as possible.

Probationary period

Three months

Hours of work

Office hours are 9am to 5.30pm and as required. Time in lieu provisions are offered at the discretion of management.

Salary

Commensurate with experience, plus superannuation into a government approved fund, currently at 9.5%.

Leave provisions

Twenty working days (or pro-rata) for each year of completed service. Annual leave loading of 17.5%, ten days sick leave.

Applications

Written applications should specifically address the selection criteria (in no more than two A4 pages) and include a CV with two professional referees. Applications must be received by Friday 22 September, 2017 and should be addressed to:

PRIVATE AND CONFIDENTIAL

Amanda Jolly

Deputy Executive Director

Queensland Theatre

PO Box 3310

SOUTH BRISBANE QLD 4101

Applications can also be emailed to employment@queenslandtheatre.com.au