

# QUEENSLAND THEATRE

## Position Description

### Development Support

**(Fixed term contract – 3 months)**

#### Position context

Queensland Theatre has more than 50 years of proud history creating an extensive repertoire of classic, contemporary, international and Australian theatrical works. Our mission is to connect people and ideas through compelling theatre experiences that inspire, entertain and challenge. At the heart of this mission is our team who are driven by a passion for the work we do and their positive spirit.

Our work is carried out in line with our Queensland Theatre values of Positive Spirit, Everyone Belongs, Creating Magic and Stronger Together.

Queensland Theatre's Development team works to secure financial support for Queensland Theatre from diverse fundraising sources – philanthropic giving, corporate partnerships and trusts and foundations. The team is seeking a Development Support Officer to assist with administration of philanthropy and corporate partnership initiatives.

This is a fixed term role suited to someone who is organised, personable and is able to manage the requirements of a diverse operational environment, and who will enjoy being involved in theatre making and the arts.

#### Role purpose

The Development Support Officer will provide administrative, operational and project support to the Development team associated with the delivery of philanthropic, corporate partner fundraising programs, events and activities. Under the stewardship of the Philanthropy Manager and Corporate Partnerships Manager, the role will also support delivery of specific projects including fundraising appeals and updating data and administrative systems to harness key information utilised to support the team deliver its campaigns and objectives towards achieving its income targets.

#### Reporting relationship

The position reports to the Philanthropy Manager and Corporate Partnerships Manager.

#### Key Responsibilities

##### Objective 1 – Administration support

- Undertake administrative tasks as required/requested to support the Development team members, implementation of fundraising plans and seamless delivery of team activities.
- Provide administrative assistance for scheduled partner and donor events, as required.
- Assist in the preparation of event materials and logistics, including:
  - Catering arrangements,

- Preparing event briefs and run sheets,
- Preparing and managing event invitation lists and invitation releases
- **Assist where required, with the administration of appeal campaigns and other fundraising communications.**
- Assist with the preparation of donor and partner proposals/submissions.
- Assist where required, with the administration of marketing deliverables for partners.
- Where required, manage donor and corporate partner ticketing exchanges and requests in a timely manner in liaison with the Ticketing team.
- Assisting with monitoring the Development team shared email box, and any required responses or actions.

### **Objective 2 – Donation management and stewardship**

- Process donations and acknowledgements to donors.
- Assist with the processing and receipting of donations within determined/expected timeframes.

### **Objective 3 – Data management**

- Undertake data administration and hygiene check/update by reviewing current fundraising/donor/partner details/records/data and update and maintain where required to ensure data integrity and reliability, especially for analytical and reporting purposes.
- Work with Philanthropy Manager and Database Analyst to set up/implement database functionality required to implement annual appeal, bequests and major gift programs within required timeframes.
- Work with the Philanthropy Manager to:
  - undertake prospect research on current and prospective donors, drafting donor research profiles drawing on sources in the public domain and database giving records;
  - review database functionality for capturing major gifts, trusts and foundations, annual appeal and bequest program processes and identify requirements for activating database and website functionality;
  - prepare content as required for various giving and appeal programs and projects.
- Work with Corporate Partnerships Manager to ensure Asset Register is updated with sponsor value information.

### **Objective 4 – Other projects**

- Work with the Philanthropy Manager and Corporate Partnerships Manager to:
  - develop and prepare procedures and other documentation relating to activities and programs associated with gift processing, corporate partnerships and relationship management;
  - develop plans for activating and delivering certain fundraising activities and appeals eg Annual Appeal.
- Undertake donor and partner prospect research drawing on data in the database and sources in the public domain, to:
  - identify potential leads and opportunities;
  - draft donor research profiles.

## Skills and abilities

- Previous experience in a similar administrative support role, preferably in a fundraising, arts or non-profit environment.
- Previous experience and knowledge of philanthropy practices and donor stewardship.
- Strong written and verbal communication skills.
- Strong administration and organisational skills with a capacity to demonstrate initiative and the ability to meet competing deadlines while maintaining a flexible approach.
- Ability to work effectively as a team player with a flexible and collegial work ethic as well as independently.
- Proficiency in using database management systems.
- High attention to detail.

## Desirable attributes

- Personable and courteous attitude and ability to exercise discretion.
- Strong communicator with an approachable and professional manner.
- Resourcefulness to find required information.
- Enthusiasm for the arts.

**Perform other duties, as required, commensurate with skills, experience and capabilities as required to meet team and organisational needs.**

**Reflect Queensland Theatre values in the way work is performed.**

## Work hours

The is a full-time position for a three month fixed term period. From time to time, some reasonable additional hours may be required, including at performances and events in evenings, to fulfil the requirements of the role.

## HOW TO APPLY

If you are interested in this opportunity, please submit a written application which includes the following:-

1. a cover letter outlining your suitability for the role and interest in working at Queensland Theatre;
2. a resume / curriculum vitae
3. a response (maximum 2 pages) to the selection criteria outlined in the position description.

Please address application to HR Manager, Queensland Theatre, and email to [employment@queenslandtheatre.com.au](mailto:employment@queenslandtheatre.com.au) by **Wednesday, 9 October 2024**.

**Please combine your application into a single PDF or Word document.**

*Queensland Theatre is an employer that embraces diversity, equity and inclusion in the workplace, with a commitment to fostering an environment where all differences are valued and respected. We promote a culture of opportunity and encourage Indigenous Australians and people from a range of cultural and linguistic backgrounds to apply for Queensland Theatre roles.*