

# MELBOURNE International Arts FESTIVAL

Position Title: Development Coordinator  
Work Unit: Development  
Reporting to: Head of Development  
Designation: 9 month Fixed Term contract (March – November)  
Salary: \$60k plus super FTE base per annum (to be pro-rated)

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## DEVELOPMENT COORDINATOR

### Organisation Context

Melbourne International Arts Festival is one of Australia's leading international arts festivals and has an outstanding reputation for presenting unique international and Australian events in the fields of dance, theatre, music, visual arts, multimedia, free and outdoor events over 19 days each October.

Annual turnover is in the range of \$10-\$12 million, with the revenue base comprising approximately 60% contributed public funding, 25% earned revenue from box office receipts and 15% contributed funds from sponsors and individual donors. There are 21 core staff, and the team increases to over 60 with short term staff in the lead up to and during the festival.

Based in Federation Square, Melbourne International Arts Festival is an equal opportunity employer and as such is committed to fair and equitable treatment for all employees and potential employees. Aboriginal and Torres Strait Islander people are encouraged to apply.

As an employee, you can make an important contribution to our culture, the development of our organisation and our ultimate success.

### Summary of Position

Reporting to the Head of Development, the Development Coordinator is part of a small team responsible for generating and servicing sponsorships, grants and donations from the corporate sector, government, individuals, agencies, trusts & foundations and for managing the Festivals events program.

### **Purpose**

Within the parameters of the overall Festival and Development strategic plans, the role's focus is on administrative duties within the Development department, the coordination of sponsor and donor servicing activities, the coordination of corporate hospitality and development-related events and the preparation of grants, proposals and reports.

### **Key Relationships**

The role requires a team approach with all members of the Development Department, and close collaboration with Marketing (incl. ticketing) and the Programming and Production Department. This position must also successfully develop and manage external relationships with venues, suppliers, government stakeholders, sponsors, patrons and corporate customers.

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### Specific Responsibilities/Activities

#### **Donors/Sponsor Acquisition and Servicing**

- Assist the Head of Development and Development Manager in the acquisition and renewal of corporate sponsors, individual donors, trusts, foundations and government grants
- Provide end-to-end account management and servicing of corporate partners, ensuring the accurate and timely delivery of logos, advertising materials, signage, social media posts, copy for eNewsletters etc.
- Obtain all necessary sponsor approvals
- Assist the Development Manager and VIP Ticketing Coordinator in the administration of sponsor and donor ticketing requirements
- Assist the Development Manager in the creation and distribution of donor communications
- Manage all aspects of the Festival Feasts dining program, including partner servicing and delivery of benefits.

#### **Event Coordination**

- Lead the coordination and delivery of all Development Events and Corporate Hospitality events during the festival
- Work with the marketing team to conduct a sales and marketing campaign to promote the Corporate Hospitality Program, following up all prospects and fielding sales enquiries
- Achieve defined Corporate Hospitality revenue targets
- Manage all aspects of event delivery including budgets, guest lists, catering, equipment, speakers, hosts, briefing notes, running orders, VIPs, etc
- Manage the allocation of contra alcohol and beverage stock across events
- Maintain up to date schedules and briefing notes for internal stakeholders and suppliers
- Assist with hosting at appropriate events
- Ensure that events are delivered to the highest possible standard and satisfaction of all stakeholders
- Provide a detailed budget reconciliation and report for all events at the conclusion of the Festival

#### **Proposals, Grant Applications and Report Writing**

- Assist the Development Manager in the preparation of Government grant applications, Trust and Foundations Grant applications, donor proposals and post festival acquittals
- Prepare corporate hospitality sales proposals, sponsorship proposals and post-festival sponsorship analysis reports

#### **Administration**

- Accurate and timely maintenance of constituent records in Tessitura database, data entry and report generation
- Processing of donor receipts
- Preparation of sponsorship contracts and invoices
- Assist the Development Manager with donor research and prospect identification

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### **Relationship Management**

- External venues, suppliers and service providers – to optimise delivery of the Festival’s hospitality program.
- Corporate customers – both from a sales and customer relationship management perspective.
- Stakeholders, including sponsors and government officials, in a variety of social and business settings.
- Potential and existing Patrons, donors and supporters – ability to connect with a variety of people, who often have high service expectations.
- Festival senior management – briefing and directing the involvement of the Artistic Director, Executive Director, Board members and other management team members as required.
- Development Team – supporting this team in all aspects of the Development program, especially the cultivation and stewardship of donors.
- Other Festival staff – to maximise success of the organisation’s hospitality program.

### **Key Selection Criteria**

The selection criteria for the position are:

1. At least two years **professional experience** in a similar role.
2. **Communication Skills:** superior ability to communicate confidently, convincingly and effectively with potential supporters of all types in various settings, verbally and in writing.
3. **Relationship Management:** demonstrated experience in cultivating and maintaining relationships and a high level of experience in relationship management.
4. **Work Collaboratively:** An understanding of the contributions required from other work units, senior staff, Board, Marketing and Development team members to develop a successful sponsorship program and nurturing of the relationships that facilitate it.
5. **Time management and planning:** Demonstrated capacity to effectively plan and meet deadlines.

### **Personal Attributes**

Required for success in this role:

1. **Attention to detail** – maintain exceptional standards of accuracy and integrity in all work produced.
2. **Communication skills** – superior ability to communicate confidently, convincingly and effectively with potential supporters of all types in various settings, verbally and in writing.
3. **Problem solving and initiative** – able to identify and anticipate problems then discuss and implement solutions.
4. **Customer service orientation** – ability to understand the needs of supporters and a desire to deliver exceptional levels of service to each and every external funder
5. **Flexibility and openness** – able to adapt to fluctuating workload and demands in a dynamic work environment.
6. **Collaborative and enabling approach** – able to work collaboratively in a team environment.

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**Location and other terms**

The is a full time, 9 month fixed term contract position (March – November) based at the Melbourne International Arts Festival offices at Level 2, Yarra Building, Federation Square, Melbourne.

**Application Details:**

Please provide your resume and covering letter responding to the selection criteria to: Email: [jobs@melbournefestival.com.au](mailto:jobs@melbournefestival.com.au)

Applications close: 5pm on Mon 11<sup>th</sup> Feb 2019.