



POSITION DESCRIPTION

DEVELOPMENT MANAGER

POSITION SUMMARY

The Development Manager is a part-time(0.4FTE) position with the primary goal of raising funds to support Arena's artistic program. In this role, you will develop and implement a plan to attract donors and identify funding sources such as grants from government and philanthropic foundations, corporate partnerships, in-kind donations, fundraising events and marketing opportunities. You will need to be highly organised, people oriented and self-motivated to be successful in this role.

The position is expected to work closely with the Executive Director and Artistic Director to develop new partnerships to deliver on the objectives of the organisation. The position reports directly to the Executive Director.

ABOUT ARENA THEATRE COMPANY

Arena Theatre Company creates inspiring live performances that have a genuine engagement with young people. Over the Company's 50 year history it has sustained an international reputation for excellence as a theatre maker driven by the complex range of experiences encountered by young people in today's world.

Each year, Arena presents a range of new work including world premieres, tours of works in repertoire, creative development projects, and other models such as residencies and works-in-progress. A small team of core staff works with a range of contract artists, performers and production personnel to realise work of the highest standard.

Arena's office and rehearsal space is based in Bendigo, with the Company's work presented at a range of venues locally, nationally and internationally. Arena has a small core staff team of five personnel and is governed by a Board of nine Directors. The Artistic Director and Executive Director are the Company's Co-Executive Officers.

DUTIES AND RESPONSIBILITIES

- Assist the Executive Director in the development and implementation of the Arena's Fundraising Strategy.
- Proactively seek grant opportunities for the company's annual program of activities locally, nationally and internationally.
- Develop and maintain donor database.
- Proactively build and maintain relationships with potential and existing donors.
- Plan and coordinate fundraising events.
- Plan and coordinate online fundraising campaigns.
- Develop sponsorship proposals for local and national corporate sponsors.
- Track and manage donor and partnership obligations.
- Manage a calendar of grant deadlines (applications, invoicing and reporting requirements).



Creating extraordinary theatre for
young audiences.

KEY SELECTION CRITERIA

1. Demonstrated experience in an arts or cultural organisation, preferably in a philanthropy, communications or marketing role.
2. High-level oral, written and interpersonal communication skills, including the ability to negotiate, be persuasive, develop trust and maintain effective relationships.
3. Ability to coordinate a variety of competing priorities and projects simultaneously with a strong attention to detail.
4. Ability to work autonomously and contribute to a busy team environment, with a proactive approach to duties.
5. Highly developed computer literacy including a thorough understanding of web, standard software programs and social media.
6. Knowledge, interest and passion for the arts.

For further enquiries, please contact the Executive Director, Sharon Custers –
sharon@arenatheatre.com.au