



Fundraising & Events Coordinator

Position Description

What Working with Bangarra Offers

You will be working with a highly experienced and energetic team, to support Australia's leading Aboriginal and Torres Strait Islander performing arts company in a unique opportunity to launch your career in the highly sought after Arts and Fundraising career.

- Opportunity to develop your career in the high impact and in-demand philanthropic and corporate partnerships space
- The opportunity to support a compelling cultural resource and see the impact of your work
- Flexible Working amongst a vibrant group of arts companies based in brand new offices at the newly redeveloped Walsh Bay arts precinct
- A supportive workplace, with access to professional development opportunities

Company Profile

Bangarra is widely acclaimed nationally and around the world for its powerful dancing, distinctive theatrical voice and utterly unique soundscapes, music and design. You will be joining a team of three other professionals dedicated to increasing private sector income to support the development of Australia's First Nations artists and the delivery of their work across the country and the world.

Each year Bangarra shares its performances, stories and spirit with over 50,000 people on Country and in theatres in capital cities, regional centres and international locations. Their beautiful new home on the water in the arts precinct at Walsh Bay is the perfect location for Bangarra to build on its legacy of the past 32 years. In 2022, the Company will produce three major productions. This is an exciting time to join the team to contribute to these ambitious projects coming to life.

Position Description

We are looking for a passionate, energetic and motivated individual (may be a recent graduate) with a keen interest in establishing a career in the arts and cultural sector and working in a development role.

The position reports to the Development Director and provides essential support to the Development team in the management of Bangarra's donor base, liaison with corporate partners and the support of high-level company events such as opening night and donor functions.

The Fundraising and Events Coordinator delivers key administrative support including customer relations, donor ticketing, event management, data analytics and CRM management. The role works closely with the Philanthropy Manager, Corporate & Government Affairs Manager, as well as having a collaborative relationship with the Marketing, Production, Finance and wider administrative teams.

Applicants of Aboriginal and/or Torres Strait Islander background are strongly encouraged to apply.

bangarra dance theatre australia

Pier 4/5 Hickson Road, Walsh Bay NSW 2000 p +61 2 9251 5333 f +61 2 9251 5266
e bangarra@bangarra.com.au w bangarra.com.au abn 96 003 814 006

Areas of Responsibility

- Supports the administration of the philanthropy area, in collaboration with the Philanthropy Manager, including annual giving, campaign, pledges and planned giving. This includes data analytics, list extractions within the CRM, direct mail solicitation, processing donations and acknowledging and receipting donors promptly.
- Coordination of key deadlines for philanthropic renewal and reporting periods, in conjunction with the Philanthropy Manager.
- Assisting with coordination of supporter communications including copy writing and distribution of quarterly e-newsletters, the Development pages on the Bangarra website; and sponsor and patrons page of the national season program and annual report.
- Coordination of key development and company events, including Opening Nights, and other networking style events at performing arts venues and Bangarra's home at the Wharf. This includes invitation list and invite creation, venue and catering bookings, and management at the event.
- Management and booking of all Development VIP tickets and hospitality throughout performance seasons, including corporates, government representatives and key donors.
- Management of a calendar of deadlines for Trusts and Foundations (both for applications and reporting requirements), corporate invoices and government deadlines – in a team tracking document.
- Coordination of the fortnightly Development Team meeting, including the agenda.
- Responsible for ensuring the team has active memberships for research platforms and websites for fundraising research and promotion of the company.
- Assisting with finance reconciliation, budget and expense tracking and reporting.
- Any other tasks as reasonably requested by the Development Director.

Skills and Experience

- Well-developed written and verbal communication/customer service skills with the ability to interact effectively with a range of difference stakeholders.
- Professional organisational skills including time management, accuracy and attention to detail, ability to manage multiple tasks, problem solve and meet deadlines.
- One to two years experience in producing events, customer service or fundraising. Tertiary qualifications are desirable but not essential.
- Competency in the Microsoft Office suite and experience using databases. Experience with Tessitura desirable.
- A team player with the ability to work independently and demonstrated high standard of integrity, ethics, judgement and confidentiality.
- An understanding of the value of diversity and importance of applying inclusive work practices.

To Apply

Please email a covering letter addressing the required skills and experience and an up to date CV including the names of at least 2 referees, to Atul Joshi, HR Manager, at jobs@bangarra.com.au **by 5pm 29 June 2022**.

bangarra dance theatre australia

Pier 4/5 Hickson Road, Walsh Bay NSW 2000 p +61 2 9251 5333 f +61 2 9251 5266
e bangarra@bangarra.com.au w bangarra.com.au abn 96 003 814 006