



BRINK PRODUCTIONS LIMITED

POSITION DESCRIPTION

ADMINISTRATION & DEVELOPMENT COORDINATOR

Position: Administration & Development Coordinator
Contract: Part Time (3 days per week or 0.6 FTE)
Term: 12 months – continuing thereafter subject to funding
Reports to: General Manager
Salary: \$45K pro rata plus Superannuation

A rare opportunity exists to join Brink’s small and passionate team.

Brink Productions is a renowned Adelaide-based theatre company that creates brilliant theatrical experiences in collaboration with great artists to enliven diverse audiences.

Reporting directly to the General Manager, and working closely with the Artistic Director and Marketing and Communications Manager, the Administration & Development Coordinator will provide day to day administrative support for the company, will coordinate the management of relationships with our supporters, and will assist with actively seeking new sources of income so as the company becomes more sustainable and achieves its sponsorship and fundraising objectives.

JOB AND PERSON SPECIFICATION

JOB SPECIFICATION

Administration

- Responsible for the smooth running of the office, including developing, managing and improving office systems and processes
- Facilitate all general enquiries via telephone and e-mail, and other reception duties
- Working with the General Manager, prepare documents (including Board Reports, funding applications and acquittals) to a high standard in both hard and soft copy formats
- Maintain office calendars and distribute general office communications
- Responsible for the maintenance and currency of the company’s contact database (CRM software) including data entry, updates, imports and tagging of accounts
- Assist with basic IT support
- Facilitate all digital and hardcopy filing, including archiving
- Maintenance of office supplies, including stationery

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- General support for projects and special events, which could involve community liaison, scheduling meetings, managing volunteers, tracking RSVPs, hosting duties and liaising with suppliers
- In the absence of the bookkeeper, undertake routine finance processing including managing petty cash, invoices, production floats and associated paperwork to meet auditing requirements
- Assist with monitoring ticket sales and manage ticketing for events including ticket collection on opening nights and special events
- Track audience attendances, complimentary and paid tickets, across seasons and compile graphs and report on statistics taken from BASS ticket sales reports and customer lists
- Other duties as required

Development

- Coordinate all aspects of the annual donation campaign and track giving patterns across each year
- Coordinate the development and implementation of individual giving strategies to reach and cultivate relationships with existing and prospective donors
- Coordinate the delivery of donor and sponsorship acknowledgements, recognition requirements and benefits.
- Assist with identifying opportunities to engage new and existing stakeholders in creative opportunities for promotions
- Assist with writing and distributing donor communications, including the delivery of e-news and social media communications, that foster donor engagement
- Undertake research and analysis to understand current fundraising trends and their subsequent effectiveness.
- Maintain information regarding donors, stakeholders and supporters via CRM software
- Conduct research into potential corporate sponsors, funding bodies, trusts and foundations, and maintain this database
- Attend all Brink events, Opening Nights, board meetings and some industry events as required (some evening work)
- Coordinate the development, submission and acquittal requirements of strategic planning documentation, sponsorship proposals, funding submissions and grant applications
- Other duties as required

PERSON SPECIFICATION

- At least 2 years' experience in administration or office management
- Knowledge and experience of contemporary fundraising trends, principles and approaches – not necessarily in the arts
- Demonstrated experience developing and implementing effective donor focused initiatives and annual fundraising campaigns.
- Strong interpersonal skills – includes building effective relationships, providing superior service, developing and maintaining positive interactions with patrons and donors
- Excellent verbal and written communication skills with an ability to tailor communications for specific audiences.
- Excellent research, grant and report writing skills
- Ability to proof-read to a high standard
- Strong attention to detail and follow through
- Demonstrated ability to manage multiple projects, including events, and excellent scheduling skills
- Strong organisational skills and ability to work in a pressured environment and successfully manage changing priorities and deadlines



- Be a team player, sometimes taking direction and at other times leading discussion
- High degree of proficiency with Microsoft Office (Word, Excel, Outlook, PowerPoint), experience with web content management systems and strong abilities in CRM database management
- An appreciation of the live performing arts and an understating of broader creative industries
- Proactive can-do attitude, with ability to use initiative, work independently, problem-solve and perform under pressure while remaining good humoured and professional

APPLICATION PROCESS

Applications should include:

- A cover letter (no more than 3 pages) addressing the Job and Person specifications
- A current CV with contact details of at least 2 referees

Applications close **5pm, Monday 16th January 2017**. Applications received after this time will not be considered.

Applications are to be emailed to Karen Wilson, General Manager, at karen@brinkproductions.com with the subject line **Application – Admin & Development Coordinator**.

For all enquiries please contact Karen on 08 8211 6565 or email karen@brinkproductions.com