



Engagement Coordinator, Capital Campaign

Role Description

The Business Unit

Arts Centre Melbourne was built for all Victorians, a place where everyone can come together and experience all that the performing arts has to offer. It was created in 1979 with a singular and powerful remit: To enrich the lives of Victorians, culturally, educationally, socially and economically.

Arts Centre Melbourne has a strong legacy of Philanthropy, as demonstrated by the original naming of many of our spaces – Myer, Smorgon, Potter to name just a few. Two of our most significant programs were also funded by and therefore named after their benefactors – The Betty Amsden Participation Program and The Kenneth Myer Asian Theatre Series being the two most significant.

The Arts Centre Melbourne program is funded by a combination of state and federal government grants, self-generated income and philanthropy.

The Arts Centre Melbourne Arts Angels were established by President of Victorian Arts Centre Trust, Richard Pratt, in 1994 and continue to form an important role in the funding of the artistic program at ACM.

Philanthropy plays a critical role in extending the reach and impact of Art Centre Melbourne’s cultural, education, access, and commissioning and exhibition programs. The desire is to grow philanthropic contribution to further extend this reach and impact.

The current philanthropic program covers the following areas:

- Fundraising Campaigns and Appeals
- Major Gifts (Arts Angels and President’s Club)
- Bequests
- Memberships
- Trusts and Foundations

All money raised is directed to the following four essential areas:

- Access and participation programs – opening up the performing arts to every Victorian
- Education and creative learning – inspiring the next generation of creatives and makers
- Commissions – supporting new works, bold ideas and extraordinary talent
- Collections – preserving and exhibiting Australia’s cultural heritage

Philanthropic giving will also be a key part of realising the ambitions of Reimagining Arts Centre Melbourne as part of the broader Melbourne Arts Precinct redevelopment A successful ten-year philanthropic Capital Campaign, will be critical to raising vital funding to make this vision a reality.

The Role

To assist in the achievement of the strategic goals of the Reimagining Arts Centre Melbourne Capital Campaign by providing administrative and delivery support for engagement activities.

Type	Full Time, fixed term
Reports to	Lead Coordinator, Capital Campaign
Direct Reports	n/a
Salary/Hourly Rate	ACM Enterprise Agreement 2018 Band 3.1
Key Relationships	<i>Internal:</i> Chief Executive Officer and CEO Office, Executive Director Philanthropy, Associate Director, Philanthropy – Major Giving and the Philanthropy Team, Strategic Communications team, Reimagining Project Team, Conference, Meetings & Events Team, Performing Arts team.

	<i>External:</i> Capital Campaign Executive Group, ACM Foundation and Chair, Campaign Consultants, Donors
Delegation	Financial and people delegations as per current policy.
Location	Arts Centre Melbourne premises (subject to potential relocation)
Other	SGA Employee under the ACM Enterprise Agreement 2018
	Satisfactory completion of a National Police Check required
	You will hold valid working rights in Australia (subject to verification)

KEY CRITERIA

Your capabilities

- **Change Agility** – you work well in an environment characterised by high levels of change: adapting, learning and applying skills quickly.
- **Sustainable Creative Practice** – you create and choose from a number of strategic options and make decisions to deliver the most impactful strategic outcome.
- **Collaboration** – you work with others to achieve outcomes – involving the right skill, perspectives, abilities and expertise.
- **Accountability** – you achieve required goals and outcomes both personally and for the organisation.
- **Coaching** – you continuously develop yourself and others.
- **Being Inclusive** – you act in a way that is inclusive and provides an environment of access and equity

Your qualifications and experience

- Relevant professional or tertiary qualification in creative arts, event management, fundraising or equivalent professional experience.

Your skills and attributes

- Excellent interpersonal communication skills, with the proven capacity and confidence to build relationships and effectively communicate with a diverse range of stakeholders at all levels, including colleagues, senior Executives and senior external stakeholders.
- Excellent time management, and organisational skills, including the ability to prioritise workload and ensure the timely delivery of engagement materials and events for senior Executive and senior stakeholders such as Trustees.
- Experience in organising small and large scale events for high net worth individuals, senior business figures and senior stakeholders.
- Demonstrated ability to communicate clearly and consistently in both written and oral form
- Strong attention to detail, especially around donor data input and event delivery requirements
- Demonstrated capacity to exercise tact and discretion and proven ability to handle sensitive information in a confidential and appropriate manner
- Proven experience with and understanding of current technology, operating systems and applications; and the demonstrated ability to learn and apply new technology and systems, including upgrades and changes, within a reasonable timeframe.

In the role you will

Accountabilities:

- Continued development and delivery of the forward plan of engagement activity having regard to the Capital Campaign plan, budget, key areas of donor and prospective donor interest and Campaign messaging.
- Preparing presentation materials and speaking notes for engagement activity
- Working collegially with Executive Assistants and the Reimagining Project team to confirm external and internal event speakers
- Developing invitation lists having regard to donor moves management for current and prospective Campaign donors.

- Work collegially within Philanthropy and across other ACM teams to co-ordinate engagement and event deliverables in terms of planning and execution.
- Updating Tessitura records to record invitations issued, accepted and declined, and make relevant notes for the purposes of future donor stewardship or servicing.
- Conducting final checks to ensure the smooth delivery of all event requirements
- Anticipate required deliverables by having a proactive approach
- OH&S Compliance: Comply with all policies, procedures and guidelines introduced by Arts Centre Melbourne in the interest of health and safety.
- Support and coordinate programs and initiatives as required across the wider Philanthropy function.

Decision making:

- Under the direction of the Lead Coordinator – Capital Campaign, the role will be required to organize and schedule day to day activities within this framework.
- A moderate level of operating autonomy is required and the ability to make tactical decisions.
- The position requires some judgement in balancing any conflicting demands of internal and external stakeholders

Systems:

- Advanced proficiency in the use of software packages including Outlook, Word, Excel, PowerPoint and familiarity with CRM and CMS programs.
- Experience in the use of Tessitura and/or Umbraco is an advantage.

Working environment/physical requirements:

- General office work with a strong emphasis on computer usage and may include site visits, including to outdoor locations.
- Donor/stakeholder engagement outside normal business hours may be required.
- Be required to undertake the tasks and requirements detailed in the relevant job task analysis.
- Undertake general office work with a strong emphasis on the use of computers and digital technology.
- Work hours in accordance with your employment type and the ACM Enterprise Agreement 2018.

You demonstrate our values

- Leadership – courage and conviction.
- Creativity – a boundless imagination.
- Care More – a place for everybody.
- Community – working together.