

## Coordinator, Capital Campaign



### About Arts Centre Melbourne and Reimagining Arts Centre Melbourne

Situated in the heart of Melbourne's cultural precinct, Arts Centre Melbourne (ACM) presents world-class performing arts in a year round exciting program. ACM is home to Australia's leading performing arts companies and delivers exceptional international productions, alongside celebrations of comedy, cabaret and popular music and an extensive program of participation and learning.

Our values of Leadership, Community, Care More and Creativity guide our interactions with visitors, presenters, Government and each other. Our commitment is to bring people together to share in remarkable experiences and 'earn the encore' in everything we do.

The city-changing redevelopment of the Melbourne Arts Precinct, announced by the Victorian Government in June 2018, has the potential to cement Melbourne's status as Australia's culture capital and enhance the opportunities for visitors to experience the best of the nation's arts and creativity.

By 2028, as part of the plan (which includes creating a new 18,000-square-metre Public Realm running from Arts Centre Melbourne south to Sturt Street) ACM hopes to have completed the most significant redevelopment and expansion of its facilities in its 40 year existence. The vision for the new reimagined Arts Centre Melbourne is hugely exciting. It is also a rare and compelling opportunity for a major capital campaign.

The Reimagining Arts Centre Melbourne, will not only enable the urgently needed refurbishment of the main theatres, but it will also introduce a brand new fourth campus to the existing spaces and create an exciting new public realm that will add significant public benefit to a much-loved building and space. It will be a place that:

- welcomes visitors to the precinct of architectural, civic and community significance sitting alongside the best contemporary theatres in the world of universal community engagement
- is more permeable and accessible for visitors
- reveals surprises and glimpses behind the curtains
- respects history and has an eye to the future
- ensures an environmentally, financially and socially sustainable future.

## About Philanthropy at Arts Centre Melbourne

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.

## About the Position

<b>Primary Purpose</b>	To assist in the achievement of the strategic goals of the Reimagining Arts Centre Melbourne Capital Campaign by providing project administration and delivery support.
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<b>Reports to</b>	Associate Director, Philanthropy, Major Giving
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<b>Direct Reports</b>	N/A
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<b>Key Relationships</b>	<b>Internal</b> Chief Executive Executive Director Philanthropy and the Philanthropy Team Marketing and Communications Team
	<b>External</b> Capital Campaign Executive Group Campaign Consultants ACM Foundation and Chair Donors
<b>Position Type</b>	Full Time
<b>Salary Classification</b>	Band 3.2
<b>Financial Delegation</b>	As per Financial Delegation Policy

<b>Key Criteria</b>	
Qualifications	Relevant professional or tertiary qualification in arts or business management, fundraising, qualitative research, business analytics or equivalent professional experience.
Experience – Essential	<ul style="list-style-type: none"> <li>• Excellent time management, project coordination and organisational skills, including the ability to prioritise workload and ensure the timely delivery of projects to both internal and external bodies.</li> <li>• 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.</li> <li>• Demonstrated ability to communicate clearly and consistently in both written and oral form</li> <li>• Strong attention to detail</li> <li>• Demonstrated capacity to exercise tact and discretion and proven ability to handle sensitive information in a confidential and appropriate manner</li> <li>• Experience in preparing, organising and maintaining relevant documentation for Executive and Board level meetings</li> <li>• Advanced proficiency in the use of software packages including Outlook, Word, Excel, and familiarity with relational database programs. Experience in the use of Tessitura is an advantage.</li> </ul>
Other (ie legal or physical)	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.

## Accountabilities

- Undertake high level project coordination work in support of the Campaign's initiatives, including meeting planning, papers and Minutes, donor journey mapping, updating database records, records management and report writing.
- Support Campaign Leadership in managing the internal and external stakeholders of the Campaign, for example, coordinating or convening meetings, developing action plans and undertaking appropriate follow-up with tact and sensitivity.
- Prepare contact lists and follow up actions from prospect meetings utilising Tessitura database.
- Work collegially within Philanthropy and across other ACM teams to co-ordinate the Campaign's deliverables in terms of planning and execution.
- Anticipate required deliverables by having a proactive approach
- Monitor campaign activities and programs, identifying risk and challenges to delivery and working with Campaign Executive Group to develop appropriate responses.
- Prepare progress reports and analyses on activities and programs related to the implementation of the Campaign, for example reports to the Campaign Executive Group, and other advocates for the Campaign.
- Organise, plan and deliver all necessary elements of Capital Executive Group meetings.
- 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 broad direction of the Campaign Leadership, 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