

SYDNEY DANCE COMPANY

Job Title Philanthropy & Events Coordinator May 2024
Contract Full-time, one year fixed term contract (parental leave cover)
Reporting to Philanthropy and Partnerships Director

ABOUT SYDNEY DANCE COMPANY

Sydney Dance Company – a legendary force in contemporary dance – celebrated its 50th anniversary in 2019. Since 1986 the Company has been a resident of the purpose-built studios at The Wharf in Sydney's Walsh Bay Arts Precinct, on the land and over the saltwater of Gadigal Country.

Dance changes people. It's more than simply witnessing something beautiful or engaging with culture. To experience dance is to be positively altered. In performances at venues ranging from The Joyce Theater in New York to the Shanghai Grand Theatre, the Théâtre National de Chaillot in Paris and at home at the Roslyn Packer Theatre and Sydney Opera House, Sydney Dance Company has proved that there are no passive observers in a contemporary dance audience.

The reward of transforming audiences, and the raw pride of sharing Australian art with the world, has driven our ensemble of 17 dancers, led by Artistic Director Rafael Bonachela, to become one of the world's strongest forces in contemporary dance.

Alongside Bonachela's original works, our programs have featured guest choreographers such as Melanie Lane, William Forsythe, Antony Hamilton, Gabrielle Nankivell, Stephanie Lake, Alexander Ekman, Marina Mascarell and Cheng Tsung Lung, collaborations with Sydney Festival, Australian String Quartet, Australian Chamber Orchestra, Sydney Symphony Orchestra, Sydney Conservatorium of Music's Composing Women, composers Bryce Dessner, Nick Wales and the late Ezio Bosso, visual artists Lauren Brincat and Leah Giblin, and fashion designers Bianca Spender and Romance Was Born.

Sydney Dance Company has a broad community beyond the practice and performance of our Company dancers. We believe in the universality of dance, and with over 80,000 attendances annually, we have the largest public dance class program in Australia, ensuring that each and every one of us can connect with the grace, strength and creativity of dance. Our nationwide education program offers multiple opportunities for primary and secondary students through to career focused study for Pre- Professional Year dancers and university graduates.

POSITION PURPOSE

The Partnerships & Events Coordinator provides administrative support to ensure the smooth running of Sydney Dance Company's partnership activities including servicing corporate partnerships, receipting and ticket requests. This role is also responsible for managing the delivery of the Philanthropy and Partnership events, including opening nights, Chair's Evenings, rehearsals, donor and corporate partner events.

The generosity of Sydney Dance Company's philanthropic and corporate partners has a huge impact on the organisation's capacity to deliver exceptional contemporary dance experiences by enabling the Company to create and commission new work, share this work on tour across Australia and around the world and invest in the future of the artform through education, outreach and training opportunities for young, aspiring dancers.

The successful candidate will be passionate about the performing arts and will be keen to communicate and share their enthusiasm. The candidate will understand the need for attention to detail, accurate record keeping and careful planning to build positive and rewarding relationships with existing and potential stakeholders.

KEY ACCOUNTABILITIES

Administration

- Coordinate the administration processes, systems and records required for the smooth running of Sydney Dance Company's Partnerships Programs.
- Coordinate corporate partner ticketing and corporate entertainment packages, including managing the Chair's Club.
- Ensure that Tessitura records are accurate and up to date, and that corporate partners are acknowledged and recognised appropriately in print and online.
- Prepare report and acquittals as required.
- Research and build corporate partner prospect lists.
- Assist the Philanthropy and Partnerships Director with other administrative and support tasks as required.
- Adhere to Sydney Dance Company policies.

Events

- Oversee the delivery of events within budget working with key stakeholders across the organisation and with contracted venue technicians and casual staff where required to ensure smooth delivery and a successful outcome.

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- Manage and coordinate schedules, suppliers, and all event logistics, for example catering, security, staffing, equipment suppliers, AV production, flowers, and entertainment.
- Ensure insurance, legal, responsible service of alcohol, noise management, risk management, and all health and safety obligations are followed.
- Organise facilities for deliveries, traffic control, security, waste management, first aid, hospitality and media where required.
- Support the Philanthropy and Partnerships Director and the Philanthropy Manager in the administration and project management of *Dance Noir*, Sydney Dance Company's annual fundraiser.
- Attend fundraising and stewardship events as a representative of Sydney Dance Company.
- Communicate with guests invited to Sydney Dance Company events regarding their attendance and any follow-up required.

Communications

- Assist with the coordination, design and printing of Philanthropy and Partnerships collateral.
- Prepare corporate partnership proposals in consultation with the Philanthropy and Partnerships Director.
- Update Partnership marketing materials including the website, banners, brochures, films.
- Liaise with the marketing team to provide accurate corporate partner lists for programs.
- Assist with research and preparation of content for the Partner e-communications.
- In consultation with the marketing team, devise social media plans for corporate partnerships.

KEY WORKING RELATIONSHIPS

Who	Why
Artistic Director	To fully absorb and articulate the Artistic Director's vision for the Company and ensure this is communicated across all projects and fundraising materials.
Philanthropy & Partnerships Director	Department Head. To report on execution and results.
Head of Philanthropy	To report on execution and results.
Head of CRM & Business Intelligence	To work together to utilise data driven partnership insights.
Market Development team	To work collaboratively to ensure philanthropic and partnership communications and positioning are brand aligned.
Associate Producer - Wharf	To work collaboratively to coordinate venue bookings and supplier arrangements.

REPORTING LINES

- Reports to the Philanthropy and Partnerships Director.
- No direct reports

SELECTION CRITERIA

Essential

- An appreciation of and an interest in the performing arts and the creative process
- Experience dealing with administrative processes
- Strong communication skills and attention to detail
- Self-management skills including the ability to manage multiple competing priorities and manage time effectively with high emotional intelligence
- An ability to research and prepare reports
- A confident and reassuring phone manner
- Discretion and judgement in dealing with sensitive data
- Knowledge of Microsoft Office software suite (Word, Excel and PowerPoint)

Desirable

- Experience working in event management.
- Demonstrated use of systems/CRM (customer relations management software) such as Tessitura
- Experience developing and maintaining positive relationships with multiple stakeholders
- Customer service experience working in a busy and dynamic work environment, preferably with an arts organisation, education institution or not-for-profit organisation
- Experience coordinating corporate partnership programs
- Knowledge of the philanthropic and corporate environment, trends and issues

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TERMS AND CONDITIONS

This is a full-time temporary role to cover one year of parental leave. The usual hours of work are 38h/week, within core operating hours of 9am – 6pm Monday to Friday. However, the requirements of this position will include some evening or weekend work to meet business needs and the demands of the role.

- Salary is dependent on skills and experience.
- Three-month probation period.
- Must have a current NSW Working with Children check prior to employment.
- Four (4) weeks annual leave.
- Complimentary tickets to Sydney Dance Company productions, subject to availability.

The position is based at Sydney Dance Company, on the land and over the saltwater of the Gadigal people of the Eora Nation at the Walsh Bay Arts Precinct, Wharf 4/5, 15 Hickson Road, Dawes Point, NSW.

- Sydney Dance Company is an accessible venue.
- Some travel outside Sydney may be required.
- Working from home is managed in accordance with Sydney Dance Company policy, noting the in-person nature of most Sydney Dance Company activities, a highly collaborative organisational culture and the part-time nature of this role.

APPLICATION PROCESS

Please forward your application by email to

Alan Watt (he/him)

Philanthropy & Partnerships Director

alanw@sydneydancecompany.com

Your application should include:

1. Your Curriculum Vitae (no more than 2 pages, and including 2-3 professional references)
2. A cover letter summarising how your experience is applicable to the role as outlined in the Key Accountabilities and Selection Criteria (no more than 1 page).
 - *Note:* There is no requirement to individually address each accountability or selection criteria. Selected candidates will be asked to expand on this in the interview process.

Applications close **Monday 27 May 2024 at 5pm.**

You must have the right to live and work in Australia to apply for this role.

Sydney Dance Company encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, mature age workers, people from diverse cultural and linguistic backgrounds and lesbian, gay, bisexual, transgender, queer and intersex (LGBTQI+) people.

If you need any specific support to complete the application process, please contact

Amy Burrows (she/her)

Executive Assistant | Sydney Dance Company

executiveassistant@sydneydancecompany.com or +61 2 9258 4809