

BRISBANE FESTIVAL

DEVELOPMENT ADMINISTRATOR

About Us

Queensland's premier arts festival, Brisbane Festival heralds the promise of play and celebration as it lights up the city each September in a blaze of colour. We create extraordinary art, taking up residence throughout the river city, atop iconic landmarks and deep into the suburbs. We host captivating live performances and installations from home and across the world. Our Festival reflects the diverse communities that give Brisbane its unique voice. We invite audiences to Be Bold with us, to expect art unexpected with open hearts and minds; to be entertained, inspired and amazed. Our artists, people and partners are ambitious and agile dreamers who make the impossible possible through passion, hard work and care.

Position Summary

The Development Administrator is a newly created position within the recently established Development team, bringing together Brisbane Festival's fundraising portfolios of Partnerships and Philanthropy. Brisbane Festival has more than 65 partners across all sectors and over 100 donors to the Giving Program. The Development Administrator will be a key support role for the team, responsible for administration, internal and external communications, contracted deliverables, events, corporate entertaining and reporting.

The role will commence February 2025 on a 12-month full time fixed term contract, with a view to a longer engagement. There is a probationary period of 12 weeks from commencement.

Reporting

Reports to: Director of Partnerships & Philanthropy

Positions reporting to role: N/A

Financial Delegation

N/A

Roles and Duties

With support from the Director of Partnerships & Philanthropy and Development team, the Development Administrator will:

Communications

In respect to internal and external relations the Development Administrator will:

- Liaise with the Development team and appropriate Brisbane Festival staff members to carry out the role;
- Liaise with external stakeholders as required;
- Provide the Director of Partnerships & Philanthropy with a weekly report of developments and activities. This may take place in writing or in the form of a meeting.
- Working within current brand guidelines and templates, create and distribute electronic communications including invitations, EDMs, articles, and other forms of marketing collateral.
- Ensure that donors and partners are included in general Brisbane Festival communications;

- Assist with drafting marketing materials and collateral that relates to Development activities, including preparation of design briefs, invitation templates and other communications.

Administration and Data Management

- Ensure Brisbane Festival systems and processes are utilised and followed appropriately;
- Apply exemplary processes with regard to invoicing, receipting and acknowledgement of donors and partners;
- Maintain accurate Giving Program and Partnership records in the appropriate database and other business systems;
- Undertake effective administration of all initiatives and deliverables by maintaining up to date files and records;
- Ensure strict confidentiality and discretion at all times, including understanding and implementing data privacy requirements;
- Contribute towards Development reporting as required;
- Liaise with the Administration team to develop and improve practices in relation to data management and functionality.

Financial Management

- Accurately track expenses, invoices, reimbursements and purchase orders by maintaining Development expenditure records;
- Work within budget parameters for each Development event across the calendar year.

Research

- Research fundraising opportunities for Brisbane Festival. This may include online research, attending industry events and corresponding with trusts, foundations, donors or sponsors.
- Maintain a current register of foundations and grant information including eligibility requirements and dates for funding applications.

Functions and events

- Plan and coordinate a range of Development events throughout the year;
- Manage event invitations, replies, and ticketing using appropriate internal systems;
- Oversee Development activities within time and budget constraints;
- Attend Development events and assist with the hosting of donors, partners, artists and guests at Brisbane Festival.
- Represent the Development team at events and meetings.

Systems

- Utilise the organisation-wide systems in accordance with policies and procedures provided;

WHS

- Take an active role in effectively implementing Brisbane Festival's WHS policy;

Selection Criteria

Essential

1. Exemplary written and verbal communications skills.
2. Ability to work at a fast pace in a high-volume environment.
3. Excellent attention to detail.
4. Ability to create, author and generate marketing collateral.
5. Excellent presentation in person, online and on the phone.
6. High level of computer literacy, including use of CRM/database, high level of familiarity with MS Office suite.

Desirable

1. Experience in a development role and/or an arts organisation.
2. Recent success in grant applications or business development proposals.
3. Demonstrated use of a database system.
4. Tertiary qualifications and experience in arts administration, event or festival management.

Closing Date

Applications close 5pm 29 January 2025

Apply Now

Visit brisbanefestival.com.au/jobs to download the Position Description and submit your application, via the website **only**. Applications are strictly confidential.

For further information, please contact: fabienne@brisbanefestival.com.au

Research shows that while men apply to jobs when they meet an average of 60% of the criteria, women and other marginalised folks tend to only apply when they check every box. So, if you think you have what it takes, but don't necessarily meet every single point above, please still get in touch. We would love to have a chat and see if you could be a great fit.

Brisbane Festival is an equal opportunity employer committed to diversity in the workplace. Our vision is to have a team which reflects the breadth and diversity of Brisbane's population. Aboriginal and Torres Strait Islander People, LGBTQIA+, culturally and linguistically diverse applicants and people with a disability are encouraged to apply.