



JOB DESCRIPTION

Development Manager

Hours: Part Time 3 days per week

Basis of employment: One year contract, with the possibility of extension

Salary range: 80,000 per annum, pro rata
plus superannuation

Employment conditions: Four (4) weeks annual leave

Performance Space's standard Terms and Conditions of Employment form part of this job description.

Applications close 5pm Monday 3rd and interviews will be held 5th, 6th and 11th April.

PERFORMANCE SPACE

Performance Space is the crucible for risk-taking artists. Emerging 40 years ago in response to artists' articulated desire to explore and investigate new forms of art, Performance Space has consistently identified, nurtured and presented new directions in contemporary practice. We champion risk, experimentation, and new modes of creative expression. Performance Space continues to evolve and renew to meet the needs of the independent sector and explore new models for developing and presenting the most critical and important new work.

The breadth of our organisational and artistic activity is informed and underpinned by a commitment to diversity. Performance Space embraces a diversity of artistic and cultural perspectives as being fundamental to a vibrant and engaging experimental arts culture. We therefore privilege the work of First Nations artists, practitioners from diverse cultural backgrounds, artists exploring new takes on sex and gender, disability and artists pushing the boundaries of the human through experiments with new technology.

Our Vision

To be a world leading experimental arts organisation, championing new developments in artistic practice and connecting artists and audiences with the most dynamic and innovative new work across the Asia Pacific to expand our understanding of what contemporary art can be.

Performance Space is supported by the Australian Government through the Australia Council, its arts funding and advisory body and the New South Wales Government through Arts NSW. Performance Space is an anchor tenant at Carriageworks.

In 2023 Performance Space turns 40 and is embarking on a new strategy to build awareness and grow our support base and diversify income streams. The Board, CEO and Guest Artistic Directors are rolling out a special program this year that includes a new fundraising plan. The Development Manager is central to the detailed development and delivery of this plan to ensure the fundraising capacity of the organisation for years to come.

DEVELOPMENT MANAGER

Role:

Under the supervision of the CEO, the Development Manager works to increase Performance Space's funding, donors and supporter base. The Development Manager is the primary point of contact between Performance Space and our key financial stakeholders; in particular, donors, sponsors and philanthropic organisations. And works closely with the CEO to liaise with government funding bodies.

Working strategically with the Artistic Director and CEO, the Development Manager manages the delivery of Performance Space's development plan each year. This role thinks innovatively about new ways to engage our donors and stakeholders. The Development Manager also thinks strategically to develop, maintain and oversee the organisation's 3 year Development Strategy, across trusts and foundations, grant bodies and philanthropy. Managing the timely delivery of development timelines, engagement platforms, funding applications and proposals.

KEY DUTIES:

- Is responsible for the implementation of Performance Space's Development Plan, working with the CEO and Board and Development Sub Committee to achieve annual financial targets
- Manages the development and delivery of Performance Space's year-round program of donor and stakeholder engagement which includes innovative stewardship to host and maintain strong relationships with donors and supporters, including:
 - o PSpace Queer Art Lovers
 - o Annual Givers
 - o High-end donors
 - o Major Funders and, Trusts and Foundations

- Supports Performance Space's Artistic Director, CEO and members of the Board in the pursuit and maintenance of current supporter relationships
- Management of the strategic plan for PSpace Queer Art Lovers to bring in new acquisitions and support the current circle.
- Lead on the strategy and implementation of all donor campaigns and communications, including monthly updates, PSpace Queer Art Lovers annual kick-off campaign, and our EOFY campaign. Covering copywriting, design and roll out.
- Lead on the strategy and implementation of all donor events, including, but not limited to, intimate experiences and artist studio talks, large fundraising events, Liveworks focused thank you events and 40 year anniversary events.
- Manages the 40 year fundraising committee with the committee's chair to achieve committees fundraising goals for 2023, our 40 year anniversary.
- Maintain strategic oversight of the Development program - ensuring targets achieved for all donor based programs
- Maintains the supporters database
- Maintains a database of Performance Space's funding from philanthropic trusts, foundations and other funding bodies
- Works closing with the CEO and the programming team to complete funding applications and acquittals.
- Assists the CEO in reporting to major funding bodies
- Researches potential funding opportunities from other government bodies, foundations and philanthropic groups
- With the CEO manages the Development Sub committee meeting, managing agenda and meeting papers, as well as meeting minutes
- Undertakes general duties as required including office administration, general enquiries and attending staff meetings
- Seasonal management of development interns or casual staff for development events

Person Specifications:

It is **essential** that the Development Manager has:

- Experience working in development or philanthropy in a not-for-profit organisation
- Experience in relationship management with outstanding communication skills
- Strong experience in project management and event delivery
- Experience working in an arts organisation or in the not-for-profit sector
- Knowledge of fundraising and development in an arts context
- Strong writing, editing and verbal communication skills
- Experience in grant writing
- Experience in developing strategies for fundraising
- Skills and experience in strategic thinking and planning
- Project management and proven delivery of long term strategy.

- Demonstrated initiative and an ability to problem solve in the work-place
- excellent computer skills including:
 - databases
 - Office and Google suite
 - experience working with Mac computers

It is **desirable** that the Development Manager has:

- Knowledge of the arts or experimental and contemporary arts
- Experience in managing budgets
- Experience managing team members and casual staff

ENQUIRIES:

To enquire about this position, please call Stella Kirkby, Senior Marketing and Development Manager on 0434 892 209 or email stella@performancespace.com.au

To Apply

APPLICATIONS CLOSE 5pm Monday 3rd and interviews will be held 5th, 6th and 11th April.

To apply for the Marketing Manager role please send us:

1. A curriculum vitae (cv) of no more than two pages
2. A statement of no more than two pages that:
 - Addresses why you would like to work for Performance Space
 - Illustrates how your skills, knowledge and experience match the duties and role specifications.
- Please ensure your full contact details including phone number and postal address, are included in your CV or covering email.
- Please provide all attachments as PDFs.

We will only accept applications by email. Please use the subject line 'Development Manager application - Name'. Email your application to stella@performancespace.com.au

Performance Space is committed to equality and diversity, through our program of activities and as an employer. Our practices and procedures aim to reflect the varied needs, expectations and culture of all members of our community. We make every effort to ensure that no member of the community receives less favourable treatment in our recruitment or when accessing our services on the grounds of gender, gender identity, disability, race, religion or belief, age or sexual orientation.