

DEVELOPMENT ASSISTANT POSITION DESCRIPTION

OVERVIEW

Victorian Opera is the state opera company of Victoria. We make creative, accessible and relevant work for everyone while acknowledging the traditions and evolving our artform. We exist to reimagine the potential of opera and musical theatre for everyone.

Victorian Opera is a part of the National Performing Arts Partnership Framework. This role assists all activities of the Development Department including maintaining individual donor profiles, assisting in organising special events in house and in theatre, the creation and monitoring of all digital communications and web content for the department as well as other general administrative duties.

OUR VALUES

Humanity: Our people are vital to everything we do. We provide an environment that fosters personal development and professional growth so that our teams are our toughest critics, biggest challengers, and loudest supporters.

Integrity: We strive to uphold the highest standards in all our actions and endeavour to be exceptional citizens in the communities in which we live and work.

Respect: We respect the individual human rights and privacy of everyone, overcoming all forms of discrimination, whether based on belief, ethnicity, nationality, gender or physical ability.

Diversity: We embrace diverse voices and stories and encourage their development whilst continually seeking to learn from them.

Leadership: We lead in our field by reimagining and evolving our art form through new Australian work, nurturing current and future talent and adopting emerging technology.

Creativity: Our creativity knows no bounds and we declare the wonder of the human voice and its capacity to touch heart, bring joy and open windows on the marvellous in art.

Excellence: We pursue excellence in everything we do.

ROLE DESCRIPTION

This role is 3 days a week, with duties to be carried out in the office (Tues, Wed, Thurs). It is pivotal to Victorian Opera's success in supporting the Head of Development to generate financial support through donations from private individuals, sponsorships from the corporate sector and grants from Government and Trust & Foundation partners.

The Development Assistant reports to the Head of Development.

KEY DUTIES

- Maintain all individual donor profiles and input important information into Tessitura (CRM used) including general correspondence, phone call logs, individual donor meeting notes and all other correspondence as required.
- Create event invitations, segment and send digital invitations to selected donors, monitor donor RSVP's and attendances and assist the Head of Development to initiate every event as required.
- Create donor Enews communications and emails to our donor base as required.
- Assist the Head of Development in implementing major events created via the Patrons' Engagement Program.
- Others tasks as directed.

KEY SKILLS AND EXPERTISE REQUIRED

- Excellent skills in Microsoft Office products.
- High level of attention to detail.
- Excellent communication skills, both verbal and written.
- Digital communications experience including ability to create newsletters, invitations and general correspondence to be sent electronically.
- Demonstrated initiative and the ability to work in a hands-on environment with a small team

ADDITIONAL EXPERIENCE – HIGHLY VALUED

- Events management experience
- Knowledge and experience working in an arts environment
- Tessitura (CRM) and Wordfly (Digital Comms) experience

TIME FRACTION AND RENUMERATION

- 3 days per week (0.6)
- Initially, 1 year contract with the potential for extension
- This role is required to be carried out at Victorian Opera's offices
- LPA: Production and Support staff: Level 4 + superannuation.
- This role is required to attend company performances and special events which may be outside normal hours.

CHILD SAFETY

Victorian Opera Company Limited is strongly committed to the safety and well-being of all children that interact with our organisation as employees, audience members, education program participants or otherwise by creating and maintaining a child safe environment. The welfare of children entrusted under our care is our priority and we have zero tolerance for child abuse.

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VICTORIAN
OPERA

HOW TO APPLY

If you think you have the skills and experience required for this role, we'd like to hear from you. Please submit a Cover Letter addressing why you think you are the best candidate for this role along with your CV outlining your previous experience including 3 referees via Seek or to recruitment@victorianopera.com.au

APPLICATIONS CLOSE

9am Tuesday 1 April 2024