

Development Coordinator

Position Description – September 2022

MELB INT'L JAZZ FEST

About the Melbourne International Jazz Festival

Since its inception in 1998, the Melbourne International Jazz Festival (MIJF) has played host to the world's leading modern masters of jazz; seen the profile of many Australian artists soar; nurtured the aspirations of many local emerging musicians; and broadened the reach of the live jazz experience across all ages and across diverse communities.

MIJF is the largest jazz festival in Australia, with a national and international reach. The festival draws more than 45,000 people to 90+ events over 10 days, bringing together over 400 masters and innovators of jazz from all over the world. It takes place in 25+ venues across Greater Melbourne, including recital and concert halls, public squares, jazz clubs, and the laneways of the CBD.

MIJF has a commitment to providing pathways for Australian jazz and its practitioners, plus a strong social contract that sees the delivery of a wide range of free and family-oriented events. The 2022 festival will take place between 14 – 23 October, with the program launching in August 2022.

What is the fundamental purpose of the job?

The Development Coordinator plays an integral role in the MIJF team, supporting the expansion and diversification of MIJF's financial supporter base. The primary focus of the role is to support the Deputy CEO & Development Director in implementing development activity for the Melbourne International Jazz Festival across the areas of funding, philanthropy and partnerships in order to achieve income targets, build the organisation's key stakeholder relationships and realise its long-term strategic outcomes.

Specifically, the role supports the effective day-to-day management of sponsor, donor and partner relationships, plans and delivers year-round and in-season events (including fundraising, promotional and corporate entertaining functions), ensures the delivery of agreed benefits to sponsors and partners, assists with reporting and acquittals, and maintains the organisation's database for donors and members.

The role, reporting structure and key interactions

Position	Development Coordinator
Location	Office 4, 5 Blackwood Street, North Melbourne
Reporting to	Deputy CEO & Development Director
Working with	CEO & Program Director, Artistic Director, Senior Producer, Festival Administrator, Associate Producer
Position type	0.6 FTE part-time fixed term contract until 31 December 2023 (renewable)
Remuneration	\$62,000 per annum pro rata (plus superannuation)
Applications contact	Alexandra Murphy, Deputy CEO & Development Director (alexandra@melbournejazz.com – 03 9001 1388)

MIJF has a small core team of dedicated and enthusiastic professionals. The usual hours of work are 9:30am-5:30pm Monday to Friday. However, the nature of working for a festival and requirements of this position require a degree of flexibility, and some evening or weekend hours will be required, especially during the festival period. There is a commitment to cross-organisational support from all team members and all team members may be required to assist with other areas of operations from time to time.

What are the typical duties of the role?

Partnerships and Funding

- Support the Deputy CEO & Development Director in the effective, efficient and high-quality day-to-day management of MIJF stakeholders.
- Support the cultivation and activation of a range of public and private partnerships, contributing to preparation of presentations and pitches for prospective partners and sponsors.
- Work closely with the Deputy CEO & Development Director to ensure delivery of all contracted benefits for partners and sponsors.
- Work with the marketing, design and website teams to ensure that all partner related material is approved prior to publication.
- Assist in renewing and managing partnership agreements.
- Coordinate contracting and MOUs for MIJF partnerships.
- Management of VIP and partner festival access including complimentary and partnership ticketing and invitations.
- Proactively research and qualify a pipeline of potential funding support.
- Provide assistance and research support to the Deputy CEO & Development Director in identifying and approaching potential partners and sponsors.
- Contribute to funding submissions, acquittals and other partnership reporting as required including for funders, sponsors, donors and philanthropic bodies.

Private Giving and Memberships

- Support the organisation's private giving strategy including identifying, cultivating and managing the stewardship of private donors for MIJF.
- Contribute to the development and delivery of MIJF's annual fundraising campaigns (including EOFY appeal and sector development support initiatives).
- Support donor stewardship initiatives, including contributing to regular donor communications, donor events and acknowledgements.
- Support the preparation of detailed reports analysing campaigns.
- Oversee the coordination of MIJF's membership program including relevant communications and manage the delivery of member benefits.
- Manage and maintain MIJF's donor and member database as well as tracking donor engagement through MIJF's ticketing system.

Event Management

- Support the Deputy CEO & Development Director in the planning of key stakeholder events.
- Coordinate and deliver key year-round and in-season events such as the program launch, opening/closing night functions, donor and member events, and corporate hospitality (including planning, runsheets, on-site coordination, venue theming and catering, notes/briefing for speakers such as government and embassy representatives).
- Manage the MIJF's invitation lists, disseminate event invitations and manage RSVPs.

General

- Provide proactive and thorough administrative support for the MIJF Development department.
- Assist the Deputy CEO & Development Director to coordinate MIJF's annual evaluation of the festival and year-round programs.
- Any other relevant duties as directed by the Deputy CEO & Development Director.
- Work openly and collaboratively with all members of the MIJF team, artists and contractors.
- Engage fully in the Melbourne International Jazz Festival, which by the nature of the Festival means extended hours and expanded duties during the festival period.
- Attend where required festivals, events, shows, industry gatherings and philanthropic activities and events throughout the year.
- Represent the Melbourne International Jazz Festival at meetings, functions and industry events where appropriate

Key Selection Criteria:

- A knowledge of and passion for the cultural sector, with interest in jazz and related forms of music desirable.
- Experience working on partnerships and/or fundraising (preferably in an arts/festival context).
- A sound understanding of effective grant writing, including research of prospective opportunities and the preparation of acquittals and reports (ideally for the arts/music sector).
- Well-honed written communication and storytelling skills, including the ability to craft narratives for diverse audiences.
- Strong analytical skills with the ability to distil insights from data and prepare into meaningful reporting and presentations.
- Experience in planning and delivering stakeholder events, demonstrating a collaborative and hands-on work ethic.
- Experience managing databases (CRM experience desirable).

About Role Statements

As MIJF evolves to meet the changing needs of the festival environment, the roles required of all its staff will evolve. As such, staff should be aware that this document is not intended to represent the role that the incumbent will perform in perpetuity. This role statement is intended to provide an overall view of the role as at the date of this statement.

MIJF is an equal opportunity employer. Aboriginal and Torres Strait Islander people, people with disability, LGBTQIA+ and culturally and linguistically diverse applicants are strongly encouraged to apply for this position.

What we offer

- Vibrant organisational culture and tight-knit team
- Complimentary tickets to performances
- Confidential Employee Assistance Program
- Career development and professional learning opportunities

Inherent Physical Requirements

The physical requirements of this position are consistent with those of an administration or management role in a major arts organisation. You agree to advise us of any pre-existing injuries or conditions that may arise that might inhibit you in the physical requirements of the position, or any other access needs that you might have.

How to Apply

Applications should respond to the position description, address the selection criteria and include:

1. A cover letter outlining your motivations for applying, your knowledge and understanding of the role and of MIJF, and what you would bring to the organisation. Please also include your availability to commence in the role should you be the successful candidate.
2. A response to the Key Selection Criteria.
3. A copy of your CV (no more than 3 pages) including details of at least 2 referees. Referees will only be contacted after interviews have taken place.

Applications close at 10am on Wednesday 19 October 2022

Please email your application to info@melbournejazz.com

To discuss the position, please contact Alexandra Murphy, Deputy CEO & Development Director (alexandra@melbournejazz.com – 03 9001 1388)