

POSITION DESCRIPTION

JOB TITLE	Special Projects Manager
REPORTS TO	Director of Philanthropy & Partnerships
DIRECT REPORTS	Events Manager Development Manager, ACO US

PURPOSE OF THE ROLE

To assist in meeting and exceeding the ACO's annual Philanthropy target through special projects and initiatives.

ABOUT THE ACO

Led by its charismatic Artistic Director, Richard Tognetti, the Australian Chamber Orchestra is renowned world-wide for its inspired and courageous programming and unrivalled performances. The ACO's Philanthropy & Partnerships Department is a vibrant, busy, and successful team, responsible for raising just over a quarter of the ACO's annual turnover. This is achieved through a strategic blend of creative philanthropic programs, corporate partnerships, and large-scale fundraising events.

PIER 2/3

Earlier this year, the ACO moved to its new, purpose-built home on Pier 2/3 in Sydney's Walsh Bay Arts Precinct (WBAP), an exciting new home for performance, presentation, community engagement and collaborative opportunities, which includes a 275 seat Performance Space, the Studio suitable for recitals and talks for up to 80 guests and a spectacular Event Space for around 200 people. In addition, there is a Shared Foyer and Shared Foyer Bar with other Pier 2/3 tenants including Bell Shakespeare and the Australian Theatre for Young People (ATYP).

KEY RELATIONSHIPS

The Special Projects Manager plays an important role in the Philanthropy & Partnerships Team and also works closely with the ACO's Managing Director, Director of Artistic Operations, Tour Managers, Marketing team, Finance team and the musicians. Externally, the role works closely with ACO patrons.

DUTIES AND RESPONSIBILITIES

1. Events and Special Projects

- Plan and manage the Development team's program of special events and projects, nationally and internationally, to reach agreed targets, with operational support from the Events Manager and strategic support from the Director of Philanthropy & Partnerships. Events include patron stewardship events, fundraising events, special patron experiences and trips.
- Oversight and management of the Development team's overall calendar of activities.
- Manage the Events Manager to ensure successful operational delivery of all events.

- Support the Events Manager using the ACO performance management framework that encourages continuous feedback, goal and priority setting and development planning;
- Work with the Director of Philanthropy & Partnerships to develop innovative new events and initiatives to create new revenue streams.

2. International Fundraising Boards

Administrative management of the ACO US and ACO UK Boards

- Administrative, marketing and event management support as required, to assist each Board in achieving its agreed fundraising target.
- Manage the Development Manager, ACO US to ensure ongoing patron stewardship and successful event management for ACO US.

3. General

- Attend and host ACO events (including some travel on national tours), including interval drinks and post-performance events, private rehearsals and fundraising events.
- Manage various aspects of the events and special projects through the ACO's Customer Relationship Management (CRM) tool, Tessitura.
- Contribute to regular Philanthropy and ACO Staff meetings.

POSITION REQUIREMENTS

Required skills and knowledge

- Demonstrated experience in a Development or Fundraising team
- Experience in cultivating and maintaining excellent relationships with patrons and stakeholders
- Demonstrated experience in event management
- Highly organised with great attention to detail
- The ability to manage competing priorities in a dynamic work environment
- Highly competent verbal and written communication skills

Advantageous skills and knowledge

- Database management (preferably Tessitura)
- An understanding of the Australian arts sector

Attitudes

- A personable manner and flexible approach
- The ability to work well independently as well as in a team
- Enthusiastic, self-motivated and self-disciplined
- The ability to manage stressful or adverse situations.
- Problem solver
- Sense of humour

Benefits & Culture

- From the stage to behind the scenes, our team is a passionate, dedicated and diverse family;
- We never stop looking for ways to bring something new to what we do and every day we inspire audiences and each other with our ambition, enthusiasm and openness;
- We recognise that everyone brings something unique to our team and that it's our collective experience, skills and spirit that connect us;
- Our workplace is flexible with training and professional development opportunities provided; and
- We offer access to concerts, events and performances throughout the year.

TERMS

This position is for an initial two-year, full-time contract based at the ACO's office at Pier 2/3, Sydney. The Special Projects Manager will be required to work outside of standard business hours and occasionally on weekends in line with ACO's operational needs. Some interstate travel is also required.