

## POSITION DESCRIPTION

**JOB TITLE** Events Manager (part-time) – Parental Leave cover  
**REPORTS TO** Head of Philanthropy & Partnerships

### PURPOSE OF THE ROLE

The Events Manager is responsible for the planning and delivery of the ACO's calendar of philanthropy and partnerships events nationally, including the annual fundraising gala.

### 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 Events Manager plays an important role in the Philanthropy & Partnerships Team, interacts with the ACO musicians, and has a close working relationship with the Pier 2/3 Venue Team, Operations and Finance teams.

### DUTIES AND RESPONSIBILITIES

#### 1. Sydney Fundraising Event

Manage the planning and delivery of the ACO's annual Sydney Fundraising Event, with the support of the Head of Philanthropy & Partnerships. Duties include:

- Taking ownership of the planning and delivery of the event, including venue sourcing, theming and design, catering, AV, performances and guest speakers;
- Creating and managing run sheets, production schedules and event briefs;
- Managing the event budget;
- Managing invitation design, printing and distribution;
- Managing RSVPs and guest communications;
- Managing the procurement of any auction items (if relevant);
- Managing the content for event print collateral: program / auction catalogue / menu
- Supervising event volunteers; and

- Liaising with the Philanthropy & Partnerships Coordinator to ensure philanthropic donations are recorded and acknowledged accurately.

## **2. Philanthropy & Partnerships events**

The Philanthropy & Partnerships team runs a large number of thank you and prospecting events nationally, throughout the year, including cocktail parties, dinners, VIP interval drinks, pre/post-concert receptions and open rehearsals for Chairman's Council members, Medici Patrons, Major Donors, Capital Campaign donors, ACO Next members and corporate partners.

Duties include:

- Sourcing venues, managing catering, styling, production and speech notes as required;
- Managing invitation design, printing and distribution;
- Managing RSVPs and guest communications;
- Creating run sheets;
- Creating and circulating event briefs; and
- Running the events on the night.

## **3. General administration**

- Manage any Philanthropy & Partnerships team event bookings at Pier 2/3 in Artifax – the Pier 2/3 venue booking system;
- Manage various aspects of events through ACO's Customer Relationship Management (CRM) tool, Tessitura;
- Manage the ordering and delivery of sponsor wine for ACO events; and
- Contribute to regular Philanthropy and ACO Staff meetings.

## **POSITION REQUIREMENTS**

### **Required skills and knowledge**

- Three + years' experience in Event Management, demonstrated understanding of major event production requirements, and demonstrated experience in managing event budgets
- 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
- A high degree of proficiency in the Microsoft Office suite

### **Advantageous skills and knowledge**

- Graphic design skills
- Database management (preferably Tessitura)

### **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 connects us as one
- Our workplace is flexible with training and professional development opportunities provided
- We offer access to concerts, events, and performances throughout the year

**TERMS**

This position is a one-year contract (Parental Leave cover). We are looking for part-time, three days per week, based at the ACO's office at Pier 2/3, Sydney. The Events 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.