

EVENTS & DEVELOPMENT PROGRAMS MANAGER: POSITION DESCRIPTION

Position: Events & Development Programs Manager

Reports to: Head of Development

Supervises: Various external suppliers

Key relationships: Key Suppliers such as (but not limited to) venues, caterers, event suppliers, event sponsors, corporate partners, Corporate Partnerships Manager, Philanthropy Manager, Executive Producer, Artistic Planning and operations team, Marketing and Box Office staff.

The Events & Development Programs Manager duties include but are not restricted to the following:

The Events & Development Programs Manager is a full time role which reports to the Head of Development on a day-to-day basis and to the Managing Director as required.

PURPOSE OF THE POSITION

The Events & Development Programs Manager works closely with the Head of Development on all aspects of the Company's development (Philanthropy and Corporate Partnerships) events. Under the supervision of the Head of Development, the Events & Development Programs Manager is responsible for the day-to-day planning and execution of the Company's strategy around engaging with corporate partners, donors and supporters through development events. This role is focused on the planning, creative and operational execution of development events, working effectively internally and externally. This role also manages the delivery of special Development programs such as the Corporate Circle program, liaising with members of the program around concert and event entertaining and the administration of this.

It is a condition of this position that the highest standards of professionalism and confidentiality are maintained.

KEY RESPONSIBILITIES AND DUTIES

EVENT PLANNING AND MANAGEMENT

- a) Work with the Head of Development, Philanthropy Manager and Corporate Partnerships Manager to plan the annual development event schedule;
- b) Operational planning of all development events including but not limited to fundraising events, cultivation events, corporate partner events, concert hospitality and entertaining;
- c) Project management of all development events including managing both internal and external stakeholders to ensure all events are delivered on time and within budget;

- d) Budgetary management of events – ensuring all income and expenditure is appropriately planned and anticipated to meet the agreed targets set by the Head of Development;
- e) Management of procurement process for events including working with various suppliers and venues and ensuring appropriate procurement processes are followed;
- f) Creative oversight of events to ensure events meet the Brandenburg standards and are delivered to brief;
- g) Overall administration of the event including co-ordination of invitations, ticketing, marketing of the event and ensuring all CRM systems and databases (Tessitura) have accurate and up-to-date information;
- h) Work with Artistic team to arrange required orchestra performances and to receive important artistic input for the events;
- i) Managing communications around events ensuring all external and internal suppliers are briefed appropriately and managed;
- j) Management of events, overseeing the running of the event, being the key point of contact for all venues/suppliers, managing all timings and delivery of the event;
- k) Prepare and distribute relevant documentation for events including run sheets, event debriefs, documentation and any other reports as required;
- a) Provide analysis and reporting on events as required including for use in strategy development, marketing, printed acknowledgements, Board and government reports, internal use and other formats as required;
- b) Manage all administration tasks and processes relating to development events.

ACCOUNT AND RELATIONSHIP MANAGEMENT

- a) Account management of key suppliers for the event;
- b) Account management of key relationships relating to each event whether corporate partners, donors or other supporters;
- c) Management of special development programs such as the Corporate Circle program, ensuring members receive the very best service and hospitality as part of the program;
- d) Cultivate positive relationships with key contacts and ensure agreed outcomes are delivered;

- e) Proactively develop ideas for further activating relationships with event suppliers and partners;
- f) Manage the distribution of all marketing material to venues or partners prior to each event;
- g) Attend concerts and events to ensure hospitality needs are met and all associated event requirements are in place;
- h) Ensure consistent, professional and courteous servicing of external suppliers and clients;
- i) Any other administration duties that arise from time to time.

BUSINESS DEVELOPMENT

- a) Work with the Head of Development to support development strategy for events;
- b) Proactively look for opportunities to work with brands, suppliers, venues or any other organisations to find and develop opportunities to partner for events;
- c) Assist the Head of Development with new proposal documents to pitch opportunities for event sponsorship or in-kind support from potential partners;
- d) Work collaboratively with the Head of Development and the company to implement the development strategy;
- e) Research and report on potential event sponsorship leads as requested.

PEOPLE

- a) Provide support to the Head of Development as required;
- b) Work closely with the Artistic operations and creative team to manage the orchestra and Artistic Director's involvement within events;
- c) Work closely with Box Office staff to manage any ticketing requirements around events;
- d) Work closely with the Marketing team to develop and implement event-related marketing activities;
- e) Work closely with the Philanthropy Manager and Corporate Partnerships Manager to ensure strategies are aligned and development activities are coordinated;
- f) Ensure clear communication with the Managing Director and Head of Development and other senior staff.

DEVELOPMENT DEPARTMENT & BROADER ORGANISATION

- a) Provide support to the broader Development team as required, including philanthropy, fundraising, fundraising events or other activity;
- b) Deliver projects on behalf of the Development team or the broader organisation as required;
- c) Work across both Corporate Partnerships and Philanthropy as and when required by the Head of Development and/or the Managing Director;
- d) As needed, you will be required to attend concerts and events outside of office hours (including on weekends). Domestic travel is also required;
- e) Other duties as required.

OUR VALUES

At the Australian Brandenburg Orchestra we value:

- **Innovation and leadership**
We value innovation and leadership in a consultative and supportive way.
- **Service commitment**
We are responsive in the way we deliver our services.
- **No surprises**
We anticipate issues and opportunities which will have an impact on our work, alert those people who will be affected and equip them to deal with them.
- **Fairness, diversity and social justice**
We value diversity and treat each person with fairness and respect.
- **Integrity**
We consistently act honestly and ethically. We provide frank and fearless advice.
- **Delivery**
We focus on outcomes, work collaboratively and deliver quality results on time.