



Position Description – Theatre Royal, Hobart

Business Development Manager

Basis of employment:	Full time / Negotiable (Flexible arrangement will be considered)
Initial term:	18-month contract (View to permanency)
Salary:	\$90 – 97,000, plus super
Probation period:	3 months
Location:	27-29 Campbell Street, Hobart, Tasmania
Hours of works:	Usual hours are 38 hours a week, however, the role requires a willingness to work flexible hours, including evenings and weekends. Staff receive time in lieu of overtime.

About the Theatre Royal

Opening in 1837, Hobart's Theatre Royal has been the home of contemporary theatre in Tasmania for more than 185 years and is Australia's oldest working theatre. This 700-seat heritage treasure occupies an important place in the hearts of Tasmanians and many visitors to Hobart.

Since 2020, the Theatre Royal has also occupied the Hedberg, a new state-of-the-art facility shared with the University of Tasmania's Conservatorium of Music. Three levels of foyers and bars, and a new 285-seat Studio Theatre, have brought new life to the organisation, and new opportunities to engage our audiences.

Every year, the Theatre Royal curates an annual season of contemporary performance and events, which aims to present high calibre experiences that our audiences would not otherwise have the opportunity to see. We also service a high level of activity by external producers, hiring our venues, delivering ticketing and front of house services, technical production and marketing support.

We play an increasingly important role as a place for local artists and companies to develop and showcase new work, and as an employer and training ground for Tasmanian cultural workers.

Purpose of the position

The Business Development Manager is responsible for creating opportunities that engage a broad range of supporters for Theatre Royal programs, including individual donors, trusts and foundations and corporate partners.

The position oversees the following core streams of activity:

- Individual giving – gifts and bequests from individual donors
- Philanthropic programs – support from trusts and foundations
- Partnerships and sponsorships
- Corporate entertainment

Reporting relationships

Internal stakeholders:

- The position reports to the CEO
- Campaign and event support is provided by the Marketing and Business Development Coordinator, and the Venue and Events Coordinator
- Close collaboration with Program, Marketing, Operations, Customer Service, Box Office and Finance departments
- The position participates in the Business Development Committee, which is a sub-committee of the Board.

External stakeholders:

- Theatre Royal donors, corporate partners, philanthropic trusts, foundations, funding bodies, artists and cultural organisations, and other stakeholders.

Key duties and responsibilities

Planning & Strategy

- Prepare, manage and evaluate the Theatre Royal's Business Development Plan ensuring all staff and Board have an opportunity to participate in its planning and implementation.
- Set ambitious but achievable Key Performance Indicators (KPIs).
- Identify Theatre Royal activities that align with the aims of philanthropic trusts, foundations and other grant giving bodies, coordinating funding proposals and acquittals.

- Maintain awareness of the latest research, trends and best practice within the industry.

Development activities

- Identify and cultivate new donors and corporate partners for the Theatre Royal.
- Deliver a range of events to engage supporters in our work and deepen their relationship with the Theatre Royal.
- Manage guest lists, invitations, RSVPs, ensuring the CEO and Board are aware when VIPs and supporters are attending the Theatre.
- Host, attend or represent the Theatre Royal at opening nights and events, donor and sponsor functions, industry meetings and networks.
- Provide a high level of service to Theatre Royal partners, ensuring they are aware of the impact of their support, contractual obligations are fulfilled, and opportunities to benefit from the partnership are shared with each other's stakeholders.

Administration

- Prepare and manage agreements and budgets.
- Prepare Board, business reports and briefing notes as required.
- Maintain customer relationship management systems, ensuring supporter details and prospect lists are up to date.

Research and evaluation

- Increase the Theatre Royal's skills, analysis and reporting.
- Monitor and regularly report on performance against KPIs.
- Utilise data analysis and market research to understand the context of our existing and potential support base.
- Ensure partnerships and Development programs are evaluated in a timely and accurate manner.

General

- Having regard to relevant safety legislation and procedures, ensure the Theatre Royal programs are delivered in a healthy and safe manner.
- Participate as a member of the Theatre Royal's Management Team and nurture a collaborative and supportive team culture.
- Other duties as directed by the CEO.

Selection criteria

1. A track record in fundraising, identifying new opportunities and delivering new partnerships.
2. Excellent strategic planning and time management.

3. Outstanding interpersonal and communication skills, including the ability to liaise confidently and diplomatically with a wide range of stakeholders from a diverse range of backgrounds.
 4. Highly developed research and analysis skills, including experience developing and/or maintaining customer relationship management systems.
 5. Proven ability to manage a range of events and solve problems as they arise.
 6. Networks within the cultural, fundraising and corporate sectors.
 7. A positive, solution-focused, can-do attitude
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Employment conditions

- We are open to exploring alternative conditions and working arrangements for this role.
- We expect to make this a permanent position. Extension of the role beyond 18 months will be conditional on achieving targets and securing resources to make the position sustainable.

Diversity and inclusion

The Theatre Royal is committed to equity and inclusion and welcomes applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with a disability, mature age workers, and lesbian, gay, bisexual, transgender, queer and intersex (LGBTQI+) people.

COVID-19 Vaccination requirement

The Theatre Royal's view is that vaccines remain an effective tool for protecting people against COVID-19. To minimise the risk of exposure to COVID-19 in the workplace and protect our staff, patrons and visitors, the Theatre Royal currently requires that all employees who are able to receive a COVID-19 vaccine are double-vaccinated.

How to apply

Applications should include:

1. A cover letter outlining how you meet the selection criteria
2. A current CV with two referees who can comment on your competency regarding the selection criteria (no more than 3 pages)

Please combine into one pdf document and email to workwithus@theatreroyal.com.au by **5pm on Wednesday 1 June 2022**.

For enquiries about the role, please contact Theatre Royal CEO Simon Wellington at simon@theatreroyal.com.au or 03 6146 3313.