

SPARE PARTS PUPPET THEATRE

PHILANTHROPY & SPONSORSHIP OFFICER JOB PACK

THE OPPORTUNITY

Spare Parts Puppet Theatre is seeking a 0.6 FTE (three days per week) Philanthropy & Sponsorship Officer to join our dedicated team.

The Philanthropy & Sponsorship Officer will support the growth of Spare Parts' sponsorship, funding and philanthropy programs through meaningful stewardship that deepens relationships with our community of donors and sponsors. Their role encompasses stakeholder management, event coordination, promotion of programs, proposal and report writing and data management.

It is an exciting time to join Spare Parts' growing team at a defining moment in our history and period of bold business transformation. Building upon many years of success, we have committed to investing in an ambitious artistic program over the coming years that will result in growth in audience engagement, reach across the Western Australian community, employment of artists and diversification of income.

The role would suit an early to mid career arts manager or fundraiser looking to be mentored and make a real impact in communities across WA. The successful applicant will be an experienced and highly organised individual with excellent communication skills and an eye for detail.

ABOUT US

Spare Parts Puppet Theatre is Australia's most respected puppetry company dedicated to the creation of puppetry and the artists who we create with. Through puppetry we tell stories that go to the heart of what it is to be human while connecting audiences across generations.

For over 40 years we have entertained and enriched the lives of millions of audience members both in Australia and abroad.

Our annual artistic program includes performances at our home theatre, touring to schools, theatres and festivals across Australia and abroad, puppetry workshops for children and adults, and artists training and development programs and has an annual audience and participant reach of more than 60,000 people.

Learn more about us at www.sppt.com.au.

OUR VISION

To be international centre of excellence in puppetry.

OUR VALUES

Imagination

We create adventurous and enriching theatre that expands the way audiences see, feel and experience the world. We are courageous. We experiment with new ideas and push the boundaries of the art form. Our artistic offerings heighten the imagination. We create contemporary puppetry works, fusing puppetry, digital arts, dance, visual arts, music, theatre and story telling.

Joy

We are an energetic, fun-loving and playful company. We bring joy to our audiences offering insight and perspectives into our lives.

Inclusion

Our work reflects the diversity of the communities we live and present our work to. We strive to remove barriers to our work and seek opportunities to increase accessibility across performances, physical venue, employment and participation.

Celebrating what it is to be human

Through puppetry we engage with timeless and universal themes, exploring and celebrating what it is to be human. We reflect diversity, connection, emotional literacy, our identity as Western Australians and connection to place.

Excellence

We strive for personal and professional excellence in everything we do. We treasure our audiences with an uncompromising commitment to quality. Our puppets are beautifully and superbly hand-crafted. We are leaders in the art form and artist development for puppetry.

WHAT WE'RE SEEKING

The successful applicant will possess the following skills and experience:

Essential:

- Have a passion for the arts and culture.
- Excellent relationship management skills and ability to work effectively with a range of external stakeholders.
- Highly organised with ability to manage multiple projects concurrently.
- Strong and confident communicator with excellent written communication skills that can be applied to grant applications, proposals and reports.
- Capacity to work autonomously, manage deadlines, problem solve and demonstrate initiative.
- Strong computer skills and experience with Microsoft Word and Excel
- Current Working with Children's Check or willingness to obtain one

Highly Desirable:

- Experience in a similar roles in fundraising, sponsorship, or philanthropy.
- Experience in writing for fundraising purposes eg proposals, applications and reports.

Spare Parts Puppet Theatre is committed to equity and inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with a disability, mature age workers and LGBTIQ+ people. Please give us a call if you would like to discuss the role prior to your application.

HOW TO APPLY

To apply send a **cover letter and a current CV with a minimum of two referees** to recruitment@sppt.asn.au by the closing date. The cover letter should address the Selection Criteria above. Applications close at **Midnight on Sunday, 25 February 2024.**

Please make the email subject: **PHILANTHROPY & SPONSORSHIP OFFICER - Firstname Surname**

For more information contact: Monique Beaudoire, General Manager 08 9335 5044 gm@sppt.asn.au

PHILANTHROPY & SPONSORSHIP OFFICER

FUNCTION OF THE POSITION

The Philanthropy & Sponsorship Officer will support the growth of Spare Parts' sponsorship, funding and philanthropy programs through meaningful stewardship that deepens relationships with our community of donors and sponsors. The role encompasses stakeholder management, event coordination, promotion of programs, proposal and report writing and data management.

ORGANISATIONAL RELATIONSHIP

Reports to the General Manager.

Direct reports include casual event and administration staff and volunteers as needed.

DUTIES

- Steward and build viable relationships with current and potential sponsors, funders and donors in alignment with Spare Parts' vision and values.
- Identify opportunities for new sponsorship and grants to fund Spare Parts' artistic programs, reach new audiences and achieve fundraising targets.
- Write grant applications and sponsorship proposals in collaboration with the Spare Parts team
- Plan and deliver sponsor benefits and donor stewardship including acknowledgement, communications, promotion, signage, merchandise and leveraging activities.
- Work with the Marketing and Communications Officer to develop high quality and effective fundraising materials.
- Work with the General Manager to plan and deliver a calendar of events that inspire and engage sponsors, funders and donors. Includes liaison with venues, suppliers and artists, developing guest lists, managing RSVPs and speech writing.
- Write reports and acquittals for Spare Parts partners and donors that demonstrate the impact of their support, working with the Spare Parts team to gather content.
- Ensure a high level of data accuracy in Spare Parts' CRM TicketSearch to record donations.
- Keep abreast of national and international trends to embed best practice stewardship in Spare Parts' fundraising programs.
- Other duties as required by the General Manager.

HOURS

This is a part-time fixed-term position of 22.8 hours per week, between the hours of 8.30am and 6pm Monday to Friday in consultation with the General Manager. From time to time the hours of engagement may vary when mutually agreed to in advance with the General Manager.

SALARY

\$70,000 per annum pro rata + Super