



**SPARE
PARTS**
puppet theatre

**SPARE PARTS PUPPET THEATRE
PHILANTHROPY &
PARTNERSHIPS MANAGER**

JOB PACK

sppt.com.au



THE OPPORTUNITY

We are seeking a full-time Philanthropy & Partnerships Manager to help bring our vision to life: to be a globally renowned creative hub for puppetry.

You will secure public and private sector investment through philanthropy and partnerships for our puppetry performances, artist development and community programs. Working closely with the Executive Director/Co-CEO and Artistic Director/Co-CEO, you will build meaningful, long-term relationships with philanthropists, trusts and foundations, governments, businesses and other supporters. The role combines fundraising strategy, prospect research, relationship management, partnership development and donor stewardship.

The role is both strategic and operational. You will be an experienced fundraiser who can identify opportunities, build genuine relationships and translate our vision, values and impact into compelling propositions for supporters.

You will lead and support the work of one direct report and build a collaborative, ambitious and whole-of-organisation approach to fundraising.



ABOUT US

Spare Parts Puppet Theatre is a place where stories come alive in unexpected ways, and where audiences of every age find something that speaks to them.

For 45 years, Spare Parts Puppet Theatre has grown into one of Australia's most respected and inventive theatre companies. For decades, the company has been celebrated for imaginative storytelling that resonates with generations of audiences and for its deep commitment to puppetry as a contemporary artform.

As one of only a handful of Australian companies dedicated to creating and presenting new puppetry works, we develop productions across a wide range of formats. Our work spans ambitious theatre productions, adaptable shows for schools and smaller venues, and large-scale, interactive outdoor performances created for festivals and major events. The result is work that is innovative, distinctive, and joyful.

Our artistic future is one filled with possibility. Spare Parts Puppet Theatre has seen enormous growth in the last five years.

New puppetry performances, expanded creative learning programs, artist development initiatives and increased touring have all contributed to a strong sense of momentum and renewed purpose.

A major milestone on the horizon, is the opening of our new home within the Claremont Showgrounds in late 2026. The facility will include a purpose-built proscenium arch theatre and a flexible, intimate studio that will open the door to new styles of performance and expanded programming across all ages. It offers a rare opportunity to reimagine how the company presents its work and how audiences experience contemporary puppetry.

In 2027 Spare Parts Puppet Theatre will welcome our next Artistic Director Iain Grandage to shape the creative vision of our future, further elevate the artform of puppetry and share stories that expand the way audiences see, feel and experience the world.

WHAT WE'RE SEEKING

The successful applicant will possess the following skills and experience:

Essential:

- **Passionate about arts**, culture and creativity.
- **A minimum of five years of proven fundraising experience**, with a demonstrated track record of securing income and achieving targets.
- **Strong relationship-building and communication skills**, with the ability to develop and maintain relationships with donors, sponsors and funders.
- **Experience developing and delivering fundraising strategies and plans**, including identifying and pursuing new income opportunities.
- **Excellent written, organisational and project management skills**, with the ability to manage competing priorities and meet deadlines.
- **A proactive, collaborative and professional approach**, with strong judgement and a commitment to ethical fundraising practice.
- **Current WA Working with Children's Check** or willingness to obtain one.

Highly Desirable:

- **Experience fundraising for arts projects.**
- **Experience securing major gifts or significant grants** including from trusts, foundations, government or philanthropic sources.
- **Experience developing corporate partnerships, sponsorships or strategic relationships** to generate income and broader organisational value.

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 phone us if you would like to discuss the role prior to your application.

WHAT WE CAN OFFER YOU

You'll be part of a creative and extraordinary team and work environment. A globally renowned puppetry company where no two days are the same.

Creativity is part of our everyday culture. We encourage curiosity, playfulness and new ideas alongside professionalism and responsibility. We offer a healthy work-life balance. We are a close-knit, supportive team and take pride in our collaborative culture, where people look out for one another and are willing to lend a hand when needed.

The last five years has seen significant growth across our philanthropy and partnerships as a result of targeted and strategic investment. You will build upon a strong and sustainable foundation of best-practice fundraising, cultivation and stewardship. We have built a community of values aligned sponsors, funders, foundations and individuals whose share our vision and understand the impact of our work.

You will lead an outstanding Philanthropy & Partnerships Officer, working together to secure investment for our work.



HOW TO APPLY

Email the following to recruitment@sppt.com.au by **midnight 17 September 2026**:

1. cover letter (2 pages maximum) addressing the Selection Criteria
2. up to date resume with a minimum of two referees

Applicants are encouraged to acquaint themselves with Spare Parts Puppet Theatre's vision and values, be creative in their applications and provide examples of their work if they wish.

TO DISCUSS THIS OPPORTUNITY:

Katie Henebery
Executive Director/Co-CEO
ed@sppt.com.au
(08) 9335 5044

POSITION DESCRIPTION

The Philanthropy & Partnerships Manager plays an essential role in helping bring our vision to life – to be a globally renowned creative hub for puppetry. They will secure public and private sector investment through philanthropy and partnerships to invest in our puppetry performances, artist development and community programs.

ORGANISATIONAL RELATIONSHIPS

Reports to: Executive Director/Co-CEO.

Direct report: Philanthropy & Sponsorship Officer.

Supervises: interns and work experience students.

DUTIES

STRATEGY

- Develop and implement an **annual philanthropy and partnerships plans** aligned with Spare Parts Puppet Theatre's strategic plan to meet annual income targets.
- Build a **sustainable pipeline of income** across individual giving, trusts and foundations, corporate partnerships, government funding and other opportunities.
- **Identify, research and qualify prospective** donors and partners and develop tailored cultivation strategies.
- Develop **compelling cases for support** that articulate the artistic, social, community and industry impact of Spare Parts Puppet Theatre.
- Manage the **full fundraising cycle**, from prospect identification and cultivation through to negotiation, contracting, stewardship, reporting and renewal.
- Work with the Executive Director to **define fundraising targets**, with ambitious but realistic aims.
- **Monitor fundraising targets**, income forecasts and pipeline activity, providing regular reporting to the Executive Director and Board Members.
- Monitor emerging **fundraising trends and best practice** to inform innovation, growth and continuous improvement.

PHILANTHROPY

- Develop meaningful **stewardship plans** and deliver activities that deepen relationships with current donors demonstrate the impact of their investment, increase the likelihood of renewed support and are financially viable.
- Develop, launch and grow a **new major donor giving circle** that inspires donors to make significant and sustained investment in Spare Parts Puppet Theatre.
- Develop, launch and grow a **compelling Bequest Program** that builds long-term relationships with supporters and creates a sustainable source of future income for Spare Parts Puppet Theatre.
- Work with the Philanthropy & Partnerships Officer to evolve and grow existing philanthropic programs, **develop and roll out tactical campaigns** and optimise Spare Parts Puppet Theatre's CRM TicketSearch.

DUTIES

PARTNERSHIPS

- Identify and develop **new partnerships** with businesses, foundations, government, community organisations and other aligned organisations.
- Ensure new partnerships are **aligned with Spare Parts Puppet Theatre values**, are financially viable and grounded in integrity.
- **Strengthen relationships with existing partners** through excellent communication and engagement, demonstrating the impact of their investment while identifying opportunities to grow their support.
- Work with the Philanthropy & Partnerships Officer to **plan and deliver partnerships benefits** including acknowledgement, communications, promotion, signage, merchandise and leveraging activities.
- Ensure Spare Parts Puppet Theatre seasons, programs and projects achieve partner requirements, including key targets, delivery within agreed geographic areas and within the agreed timeframes.

OTHER

- Directly **manage and support the Philanthropy & Partnerships Officer** providing clear objectives, regular feedback and professional development.
- Maintain **accurate partner and donor records**.
- Contribute to organisational strategy, planning and income diversification.
- Other duties as requested by Executive Director/Co-CEO.

WORK HOURS

This is a full time permanent position, averaging 38 hours per week. Office hours are between the hours of 8.00am and 6pm Monday to Friday in consultation with the Executive Director/Co-CEO.

WORK LOCATION

Spare Parts Puppet Theatre is currently based in Walyalup, Fremantle in Western Australia. In early 2027 the company will relocate to the Ellie Eaton Theatre at Claremont Showground.

