



DEVELOPMENT & EVENTS COORDINATOR

February 2018



www.laboite.com.au

La Boite | Your Voice, Your Stories, Your Theatre

La Boite is a story of people, passion, purpose and place. La Boite holds a unique place in the hearts and minds of artists and audiences in Australia. As Australia's longest-running professional theatre company, La Boite has represented the adventurous and alternative for more than 90 years.

In 2018, under Artistic Director Todd MacDonald and General Manager Katherine Hoepper, La Boite Theatre Company continues to develop and present vital new Australian work in our home venue, Australia's only purpose-built theatre-in-the-round the Roundhouse Theatre, and throughout Australia through our touring and partnership programs. We work with a diverse cross section of artists and audiences to passionately represent and connect with the community we live in.

We are committed to collaboration, which starts and ends with our artists. Our Artist Development Programs span from commissions and workshops through to dedicated developments of new works, as well as participation in our annual HWY Festival. Our Youth & Participation programs cultivate the next generation of performers in the Queensland Arts Industry.

We actively seek out collaborations with exciting partners to create new work and expand the possibilities of form. In the past, La Boite has presented work with Brisbane Festival, Circa, Sydney Theatre Company, Belvoir, Griffin Theatre Company, Opera Queensland, Dead Puppet Society, The Farm, Playlab and QUT Creative Industries.

Vision

A locally, nationally and internationally impactful theatre company known for its daring, passion and connectedness.

Mission

To create exhilarating theatre that embraces audiences and elevates artists through its engagement with its community.

We Value

Artistic Process

At the core of La Boite are the artists and their process. We believe in long term investment in development. We believe in discipline, patience and flexibility in our creative interactions.

Respect

We embed diversity in all we do. We acknowledge the traditional owners where we create and are responsive and inclusive with our audiences and artists.

Relevance

We make work that is connected to our communities locally and globally. We respond to our environment, provoke change and encourage debate.



Alex Lee, Courtney Stewart and Hsiao-Ling Tang in *Single Asian Female* by Michelle Law, 2017
Photo by Dylan Evans

ABOUT THE JOB | DEVELOPMENT & EVENTS COORDINATOR

La Boite is looking for a dynamic, people-focused Development & Events Coordinator to support and grow the partnership and fundraising activities of La Boite through the Company's Development and Philanthropy Department programs. The Development & Events Coordinator also coordinates all company functions and events including Opening Nights, Corporate Entertaining, Partner and Donor Events, and ensures these events are delivered with La Boite's signature energy, diversity and professionalism.

We are looking for collaborative passionate people, confident working in the cultural complexities of the broad array of the communities we work with. The successful candidate will be passionate about communicating the unique value of La Boite's programs to current and prospective partners and donors; enjoy a fast paced, dynamic workplace; value diversity and collaboration; have great attention to detail and excellent writing skills; and be able to implement excellent organisational and administrative processes.

La Boite is committed to diversity in its workforce and strongly encourages Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse applicants to apply.

Overview

Hours:	Full-Time 38 hr/week. Office hours are 9am to 5.30pm although this position will be required to work flexible roster to be present at company events and function
Contract:	12 month contract with three moth probation period
Reporting to:	The position reports directly to the Development & Philanthropy Manager, and works closely with the Finance & Venue Manager.
Salary:	to be negotiated with successful candidate
Additional Conditions:	Must have or be able to attain a Responsible Service of Alcohol qualification

La Boite Theatre Company values the importance of a work/life balance and flexible working hours are available.

Goal

To support and grow the partnership and fundraising activities of La Boite through the Development Department programs, and ensure memorable and outstanding events are delivered in the La Boite Foyer Bar, Theatre, Studio and other company venues.

Duties

1. Ensure smooth operations of the administrative functions of the Development Department
2. Provide high level relationship management services and regular communications to existing La Boite Partner and Donors
3. Support the Development & Philanthropy Manager in identifying and securing corporate partners, donors and grants
4. Coordinate and deliver all venue events including Opening Nights, Partner Functions and Corporate Events
5. Support the Finance & Venue Manager with small venue hire bookings and events

Duties and Responsibilities

- 1. Ensure smooth operations of the administrative functions of the Development Department**
 - Maintain Salesforce CRM database and provide reports as required
 - Maintain systems for tracking and delivering Partner ticketing and other benefits, and donation renewals
 - Liaise with internal departments and secured contra partners to access benefits (alcohol, accommodation, hairdresser, flowers etc) as required
 - Work with the General Manager to coordinate the production of the Annual Report
 - Undertake general administrative duties including: coordination of mail outs; processing invoices; and liaising with other departments

2. Provide high level relationship management services and regular communications to existing La Boite Partner and Donors

- Undertake Partner servicing and liaison to current Partners to nurture relationships and ensure the timely delivery of all contracted Partner hospitality, ticketing, advertising and other benefits
- Facilitate, monitor, coordinate and track the use of contra benefits by La Boite departments
- Coordinate communications and reporting for Partners including post-show reports throughout the year
- Coordinate communications and reporting for donor and fundraising programs

3. Support the Development & Philanthropy Manager in identifying and securing corporate partners and donors

- Support the Development & Philanthropy Manager in researching new sponsorship and philanthropic opportunities
- Coordinate all Development Department marketing collateral and communications including direct mail campaigns
- Assist with the research, writing and administration of grant applications

4. Coordinate and deliver all venue events including Opening Nights, Partner Functions, Tours and Corporate Events

- Coordinate and deliver Opening Night Events, including catering, alcohol stocks, entertainment, event schedule creation and distribution, in liaison with Venue, Production and Marketing staff
- Coordinate and deliver Corporate, Partner and Donor events, including the annual thank-you events.
- Work with the Marketing Department to ensure the Master Invitation list is current and oversee the management of RSVPs for all events, seating allocations and ticket collection
- Coordinate all Corporate and Partner hospitality events/offerings during production seasons
- Coordinate other company events as may be scheduled (Launch, dinners etc)
- Coordinate Liquor Licence variation applications as required for Events
- Undertake regular stocktake of both contra and for-sale bar stock
- Schedule and conduct tours of company venues for groups or general public
- Ensure all company staff are kept aware of all functions and events through event briefs and booking calendars

5. Support the Finance & Venue Manager with small venue hire bookings, functions and events

- Actively promote La Boite venues and the La Boite Foyer Bar as an event and function destination
- Coordinate short corporate venue hire events and functions from enquiry to delivery
- Coordinate QUT and associated entities hire events at La Boite venues from enquiry to delivery
- Respond to enquiries and prepare proposal and quotes in a timely manner

Other

- Comply with La Boite's Workplace Health and Safety Policy and actively promote safety in the workplace
- Comply with La Boite's Policies and Procedures and with relevant legislation and regulations.
- Assist with answering the reception phone and taking bookings during busy periods, including a rostered lunchtime shift at least once a week
- Other occasional duties which are within the goals and scope of this position description but not specifically listed.

Selection Criteria

1. Excellent interpersonal, relationship building and oral communication skills
2. Demonstrated ability to manage multiple and conflicting deadlines with excellent attention to detail
3. Excellent administrative, time management and writing skills
4. The ability to work collaboratively and provide support within a busy and challenging team environment
5. Experience in coordinating events and functions, with a passion for delivering memorable experiences.

How to Apply

Your application should include the following:

- A cover letter highlighting your key skills and experience
- No more than three A4 pages addressing the Selection Criteria
- A current resume, including contact details for two referees

Please email your application by 5pm on Friday 2 March with *Development & Events Coordinator* in the subject line to: jobs@laboite.com.au

If you would like more information about the role, please email jobs@laboite.com.au or call Development & Philanthropy Manager Jackie Maxwell on 07 3007 8600.



Andrew Johnson, Mik Easterman, Naomi Price, Michael Manikus, Jason McGregor
In La Boite and The Little Red Company's *Lady Beatle* - image by Dylan Evans