

DEVELOPMENT ASSISTANT (0.6EFT, 3 days a week)

Days: Wednesdays, Thursdays, Fridays

Start: ASAP

Applicants are encouraged to apply early – we will be interviewing as soon as we receive appropriate applications and would like to make a fast appointment when the right candidate is found. Previous applicants need not re-apply.

ABOUT ANAM

The Australian National Academy of Music (ANAM) is dedicated to the training of the most exceptional young classical musicians from Australia and New Zealand. ANAM provides an intense studio-based program of individually-tailored lessons, classes, coaching, seminars and rehearsals, which underpins the only professional performance training program in Australia, and one of the few in the world. Founded in 1995, ANAM is funded by a mix of Commonwealth Government funding and private fundraising revenue and is currently training 80 of the country's most outstanding musicians.

ROLE DESCRIPTION

The Australian National Academy of Music is in need of a Tessitura and admin whizz for a position in our development department. Development at ANAM works with donors, patrons, volunteers and alumni to raise funds and propel ANAM's local and international reach and reputation.

Our Development Assistant has returned to part-time study, leaving three days vacant for someone new and keen for a start in fundraising to jump in and help us keep the ship steady while we adjust to new opportunities in front of us.

This part-time, job-share role works broadly across ANAM Development assisting with database administration, donor and alumni communication, events planning and delivery, and general administration. Wednesday will be a crossover/shared day with the other part-time occupant - perfect for training, hand over and induction.

DETAILS OF ENGAGEMENT

Position title:	Development Assistant
Salary:	\$55,022 (+ superannuation) pro rata
Work pattern:	Part time; three days a week Wednesdays, Thursdays, Fridays 0.6EFT.
Employment type:	Permanent ongoing, subject to the successful completion of a probationary period
Reports to:	Deputy General Manager
Location:	Based at the Abbotsford Convent, Abbotsford, Melbourne
Commencement:	Immediate start

RESPONSIBILITIES

Database and donor administration

- Maintain quality and accuracy of ANAMs' donor data using Tessitura to record donor transactions and relationships. This includes maintaining donor servicing records, processing and receipting donations, maintaining schedule of donation renewals, monthly donation reconciliation, and recording donor recognition activities (eg birthdays and anniversaries).
- Provide donor data as requested including running up-to-date reports for colleagues to inform strategy
- Undertake regular maintenance of Tessitura constituent records and ANAM lists
- Provide research on prospective donors from time to time as requested
- Working closely with colleagues in Development and Marketing, administer ANAM Development's event schedule including producing invitations, monitoring VIP RSVPs and complimentary ticket allocations
- Maintain the schedule of ANAM's annual EOY donations to support Prizes, working closely with recipients to acknowledge, celebrate and thank donors.

Communication

- Using WordFly create engaging and timely event & concert invitations and reminders
- Assist with donor servicing and nurturing as required (taking donations over the phone, providing information to prospective donors)
- Maintain the accuracy of ANAM Development's web presence including Donor acknowledgements

Events

- As part of the Development team support donor engagement events as required
- Participate in ANAM staff meetings and interdepartmental planning meetings as required.

KEY SELECTION CRITERIA

- Experience in administration in a busy and dynamic environment maintaining efficient and accurate systems to support the strategic goals of the organisation
- Demonstrated experience in Tessitura
- Experience coordinating digital and print communications including e-newsletters, invitations, and patron correspondence
- Experience working in a content management system to maintain the accuracy and currency of web content
- A demonstrated commitment to, or interest in, fundraising, the arts, events co-ordination, and relationship building
- The ability to work autonomously, as well as part of a small close-knit team to reach ambitious targets
- A proactive approach and a positive outlook

- Facility in the Adobe Suite will be well-regarded
- Box Office experience favourably regarded

SPECIAL REQUIREMENTS

Availability to occasionally work outside regular 'office' hours, including some evenings and weekends.

OTHER INFORMATION

ANAM's Commitment to the Safety of Children and Young People

ANAM has a commitment to uphold and respect the safety of all children and young people. This position will require a Victorian Working with Children Check and a National Crime Check.

Equity and Diversity

ANAM promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. ANAM encourages people with a disability, indigenous Australians, young people and people from culturally diverse backgrounds to apply for this job.

The cohort of employees and contractors at ANAM is selected solely on the basis of merit. Employment at ANAM is based on a recruitment process that includes a panel-based interview. ANAM employees are encouraged to undertake diversity and inclusion awareness training and professional development activities.

APPLICATIONS

Enquiries and applications: Charlotte Cassidy - Manager, People and Culture, c.cassidy@anam.com.au; further information about ANAM available at anam.com.au

Applications close Sunday 25 April 2021.

Applications must consist of a cover letter addressing the selection criteria, and a CV which contains three referees, within a single PDF. Referees will not be contacted without prior notice. Applications submitted automatically via ArtsHub will not be accepted.