



WEST AUSTRALIAN
BALLET

WEST AUSTRALIAN BALLET (WAB)

PHILANTHROPY ASSISTANT

West Australian Ballet (based at West Australian Ballet Centre in Maylands) is the State's flagship dance company, performing a dynamic and extensive series of classical and contemporary dance works in Perth, regional Australia and internationally. Our vision is to be recognised for exceptional ballet experiences and leadership within our communities, locally and globally and we are driven by our purpose to enrich people's lives through dance.

POSITION SUMMARY

The Philanthropy Assistant is responsible for providing administrative and event support to the Philanthropy Team, in particular, supporting the administration of the philanthropy program and providing excellent customer service to donors to provide positive engagement with the company. Specific duties include database entry, producing written acknowledgments using templates, donor communication by mail and phone, assistance with event coordination, support to Philanthropy Manager, Coordinator and Event Coordinator, and general administration.

It is incumbent on the Philanthropy Assistant to demonstrate commitment to the mission of West Australian Ballet: "To enrich people's lives through dance" and at all times demonstrate behaviour consistent with the values of West Australian Ballet: "Access, Excellence, Innovation and Integrity" as outlined in the Strategic Plan.

KEY WORKING RELATIONSHIPS

The position reports to the Philanthropy Manager, with an indirect report to Head of Development, to:

- Work closely with the Philanthropy Team.
- Provide database, administrative support and event assistance associated with the Company's philanthropy program.

KEY ACCOUNTABILITIES AND FUNCTIONS

1. Systems and Database

- Assist with preparation of lists for invitations, letters, mailings, labels and programs as required.
- Regularly refine and enhance donor records.

2. Annual Philanthropy Program

- Work closely with the Philanthropy Coordinator to generate donation acknowledgments from templates.
- Assist with the preparation of donor related correspondence including event invitations, RSVPs and reminders, and other communications.
- Front line customer service to donors by phone and in-person.
- Production of reports from templates.
- Oversight of volunteer activities.
- Assist with the administrative requirements of donor programs.



3. Assistance to Development Team

- Meeting set-up and pack-up.
- Assistance with in-house and theatre events as required.

4. Functions and Events

- Work with Philanthropy Events Coordinator to assist in successful delivery of events including the coordination of invitations, RSVPs and onsite assistance as required.
- Assist with the administration of volunteer committee database and communications.

KEY PERFORMANCE INDICATORS

- Donation Acknowledgment timelines met.
- Integrity of database maintained, and continuous improvements made to donor records and reports.
- Supporting the Philanthropy Team to achieve set outcomes.
- Good working relationships within the Philanthropy team members and the wide Development Team and with other WAB staff.

ESSENTIAL SELECTION CRITERIA

- Ability to engage with multi-level stakeholders across a range of industries and backgrounds.
- Ability to work effectively in fast-paced work environment.
- Experience in database administration.
- High level of attention to detail.
- Strong verbal and written communication skills.
- Ability to manage time, prioritise tasks and work to deadlines.

DESIRABLE SELECTION CRITERIA

- Arts industry knowledge and/or experience.

POSITION DETAIL

DEPARTMENT:	Development > Philanthropy
REPORTS TO:	Philanthropy Manager Indirect report to Head of Development
LOCATION:	West Australian Ballet Centre, 134 Whatley Crescent, Maylands Perth Theatres such as His Majesty's Theatre, State Theatre Centre, Quarry Amphitheatre.
CONTRACT	Fixed Term (6 months)
HOURS:	Full-time position based on 38 hours per week from 9am- 5.30pm, Monday-Friday with a 1-hour lunch break. Some out-of-hours work is required to fulfil the requirements of the role.