



Position Title:	Development Manager
Organisation:	Co3 Contemporary Dance
Employer Type:	Not-for-profit
Location:	King Street Arts Centre, Perth WA 6000
Contract:	January – December 2022, with view to extend to 2023 in line with funding outcomes
Hours:	3 days per week (0.6FTE) with view to increase to Full Time in 2023 in line with funding outcomes
Salary Range:	\$65,000 pro rata + 10% Superannuation
Reports to:	Executive Director
Performance Assessment:	Initial three months, then annually.

ABOUT CO3 (*pron. Koh-three*)

Co3 Contemporary Dance; is the State's contemporary dance company, based in Perth, Western Australia. We are the Dance Company in residence at the State Theatre Centre of WA on the land of the Whadjuk Nyoongar people.

Through contemporary dance, we create a progressive platform for integrating and engaging Western Australia's diverse community in the facilitation and exchange of stories that reflect experiences from and within our country. Co3 takes its responsibility as a premier State dance company seriously and is committed to advancing and championing contemporary dance practice on a national and international level. We are committed to providing increased pathway and employment opportunities for West Australian dancers and creatives providing opportunities to ensure our creatives can live and work in our State. We champion Western Australia as a community of creative excellence.

Co-CEO's

Artistic Director Raewyn Hill

Executive Director Alana Culverhouse

OUR PURPOSE

"To inspire and enrich lives through dance"

Our purpose is to inspire people and enrich lives through engagement with dance by delivering sector leading, contemporary performance and engagement programs for the people of Western Australia, Australia and beyond.

OUR VISION

"A leading contemporary dance company in the Australasian region"

Proudly West Australian, Co3 aims to be a world class contemporary dance company, through our focus on progressing the boundaries of the art-form, the unique development of our dancers, our connection with our community and through building successful collaborations. By 2030, we will be recognised as a leading contemporary dance company in the Australasian region.

Co3's artistic vision is driven by the stories and experiences of our people, our place and our community. Producing world-class contemporary dance created with national and international experts, at the forefront of Australian art. Co3 will become a leading, cultural shaping, artistically vibrant company of the 21st century

ARTISTIC VISION

"A courageous, artistic house at the forefront of Australian art"

Proudly based on the lands of the Whadjuk Nyoongar people, Co3 Contemporary Dance is a courageous artistic house producing extraordinary contemporary dance, created with national and international

leaders, at the forefront of Australasian art. With our artistic philosophy fuelling the company's administration and creative endeavours, we represent Western Australia's diverse culture through all that we do. Art and artists are at the heart of Co3. Creativity and ideas are given time and space to develop, to enable the production of highly conceived work that reflects the contemporary experience.

The annual artistic program focuses on the development, creation and touring of major and minor scale works. It includes the creation and development of new work (Create), the remounting of existing work (Curate), and the creation and development of new works through collaborations (Commission).

With the Artistic Director at its creative core, Co3 has a unique two-year programming cycle; one year focused on partnerships and the development of work and brand exposure, and the next year focused on the presentation of new work.

OUR VALUES

The essence of Co3 is defined by our behaviors and actions that are guided by our core values of:

Excellence We are high-performers, pursuing and producing work of distinction that informs, confronts, shocks and amuses. Our dancers display excellence of craft, with highly refined technical and emotional skills; individually and as an ensemble. The choreography, production values, and all aspects of delivery of performance and training, are of the highest order. Focus on governance and management excellence are at the forefront of our operations in the constant pursuit of continuous improvement in our business.

Courage We act to enrich people's lives in spite of challenges. We set the right priorities and make strategic choices. We feel empowered to define new and different ways of delivering contemporary dance and maintain a disciplined focus on doing it. We are disruptive, we are change makers and we are innovators.

Resilience We accept the brutal facts, believe passionately that contemporary dance can enrich lives, and are adaptable and innovative. These characteristics make us robust under conditions of stress and change. We are agile and adaptive.

Engagement We encourage participation in, and appreciation of, the art-form through our programming, education, youth development, community presence, and communications. We strive to inspire people through contemporary dance by creating as many touch-points for the art-form as possible. We are cultivators and connectors.

Integrity We act openly and honestly based on strong moral principles; behaviour that is anything less is not tolerated. We inspire trust by acting out our words and being accountable for our actions. We are conscious, collective and collaborative. We practice the highest levels of financial management and prudence to ensure that all stakeholder investments are managed with the highest degree of responsibility and we deliver what was promised.

EQUAL OPPORTUNITY EMPLOYER

Co3 Contemporary Dance actively strives for diversity in our teams, in the stories we share on stage and across all areas of our operating, programming and interaction with community. The company is an inclusive and safe environment for people from diverse backgrounds. All peoples are considered without regard to age, sex, religion, national origin, sexual orientation or disability. We strongly encourage all nationalities to submit their interest in working with the company when professional opportunities become available and in participating in our youth and education programs.

We recognise there is still a lot more work to be done and will continue to address systemic racism, cultural misappropriation, unconscious bias, access and inclusion. Exploring strategies and policies to address this and engaging in open and safe debate. There are many challenges in the arts and cultural

sector right now, more so than ever before. However, as a sector, we must come together and rise to these challenges and always do right by all in our community.

PURPOSE OF THE POSITION

Co3 is looking for a highly organised and motivated Development Manager with strong time management skills and networks in the philanthropic sector to join our team.

To be successful in this position you must have exceptional communication, writing and personable skills. You will have demonstrated experience in sponsorship and fundraising in the non-profit sector and will have a thorough knowledge of the stewardship and sponsor servicing process.

You will be adaptable, with a can do and problem solving attitude, be able to work independently as part of the Executive team and have the ability to work in high pressure environments.

Experience in philanthropy in the not-for-profit sector is preferable, however this is a great opportunity for an efficient, adaptable and people-oriented individual who enjoys working as part of a small team in a dynamic office environment.

POSITION DESCRIPTION: DEVELOPMENT MANAGER

COMMERCIAL SECTOR INCOME

- Seek new and maintain current knowledge of existing sponsor sources relevant to organisation with shared values and identify new opportunities in a timely manner.
- In conjunction with the Executive Director, develop sponsorship proposals.
- Research information and ideas to underpin sponsor proposals, with a leverage and partnership approach.
- Preparation of all sponsorship proposals as required.

PRIVATE SECTOR INCOME

- Seek new and maintain current knowledge of existing and potential philanthropic, trusts and foundations relevant to organisation and identify opportunities in a timely manner.
- In liaison with the Executive Director, manage the donor, philanthropic and fundraising programs.
- Manage all donor communications and stewardship program.
- Manage and update donor data through Tessitura CRM System.
- Lead the development of donor events.

EARNED INCOME

- Work with the Co3 team to identify potential areas to increase the Company's earned income potential including increasing income generated through box office, engagement programs, Digital Initiatives and increased commercial service provisions.

STAKEHOLDER SERVICING

- In consultation with Executive Director and Marketing Manager, arrange all stewardship and event coordination to service Co3's stakeholders and donors.
- Keep all donor databases up to date.
- Deliver Co3's stakeholder stewardship plan.
- Process all incoming donations, with assistance from the Administrator.
- Manage all stock delivery and stocktakes from in-kind sponsors.