

Development and Events Coordinator

Position Description

Team	Development	PD Classification	Coordinator
Status	Part Time 0.8FTE	Effective Date	September 2026
Term	Initial fixed term contract of one year		
Salary	\$60,000 - \$65,000 p.a. pro rata at 0.8FTE		
Location	State Theatre Company South Australia's offices located in the ABC Building, 85 North East Road, Collinswood, SA 5081		

SIGNIFICANT WORKING RELATIONSHIPS

Reports to	Head of Development
Direct Reports (by position title)	None
Lateral Working Relationships	Executive Director/Artistic Director Head of Development Development and Events Executive Publicist Graphic Design and Digital Coordinator Marketing Executive Ticketing Executive
Stakeholder Relationships	Corporate partners Donors Suppliers Subscribers Foundations Government Partners Community

DEVELOPMENT & EVENTS COORDINATOR POSITION DESCRIPTION

The Development and Events Coordinator plays a vital part in assisting State Theatre Company South Australia to develop and maintain strong relationships with external stakeholders, particularly donors and corporate partners. Working closely with the Development Executive, this role takes hands-on ownership of event logistics, hospitality tracking, and database records administration to ensure the company achieves its private income targets.

ABOUT THE ROLE / KEY RESPONSIBILITIES

Logistics, Event Delivery & Hospitality

- **Event Coordination:** Execute and deliver successful donor functions, VIP hosting, and corporate partner events, to the agreed brief, budget, and timeline set by the development team.
- **Vendor & Supply Management:** Direct logistical bookings for venues, catering, wine, AV equipment, transport, and event decor.
- **Inventory:** Maintain accurate inventory stock levels for sponsored hospitality, order replacement stock, and act as the primary operational liaison with the company's wine sponsor.

- Opening Nights: Coordinate invitations, manage RSVPs, handle protocol requirements, and execute on-site event logistics for the Company's opening night performances.

CRM & Data Management

- Data Administration: Actively manage, update, and audit information used by the company for development purposes through our CRM, Tessitura (including contact details, contact permissions, preferred names, and prospect plans).
- List Management: Pull and clean data lists for invitation sets, public acknowledgements, marketing communications, and donor analytics.
- Record Keeping: Maintain up-to-date documentation on proposal timelines, donor histories, and corporate retention/acquisition progress logs.

Individual Philanthropy & Supporter Stewardship

- Donation Processing: Process incoming donations, collaborating with the Development Executive to ensure accurate tax receipting and data integrity.
- Donor Group Support: Administer annual donor group renewals and fulfill ongoing personalised ticketing requests or servicing needs for active individual supporters.
- Stakeholder Service: Provide a friendly and personalised booking service for corporate partners, high-value donors, and subscribers.

Marketing & Corporate Partnership Integration

- Benefit Realisation: Collaborate with the Marketing and Communications team to ensure marketing-related benefits, corporate sponsor recognition, and social media deliverables are met in a high-quality, timely manner.
- Collateral Production: Support the creation, printing, and distribution of physical development flyers, programs, and digital fundraising collateral.

ABOUT YOU / KEY CRITERIA

- Experience: 1–3 years of demonstrated success within event coordination, logistics management, administration, or customer service (preferably within the arts, culture, or not-for-profit sectors).
- Event Delivery: Proven ability to manage event logistics in a fast-paced environment, balancing vendor timelines, RSVPs, and strict catering/AV arrangements.
- CRM & Software Literacy: High level of computer software proficiency. Experience handling data administration, pulling lists, or tracking pipelines within a CRM database (experience with Tessitura would be highly desirable).
- Interpersonal Skills: Personable, confident, and professional manner with an innate interest in cultivating meaningful relationships with external stakeholders.
- Attention to Detail: Excellent organisational skills with a focus on data accuracy, record keeping, and protocol management.
- Special Requirements: Ability to regularly work outside standard business hours (including weekday evenings for shows/events); a valid driver's licence and access to a reliable vehicle.

INTENT OF POSITION DESCRIPTION

This position description describes the broad scope of the role and provides a summary of the major duties and responsibilities performed by the person employed in this role; it is not exhaustive. Staff members may be requested to perform job-related tasks other than those specifically presented in this description. This position description may also change from time to time with due consultation to meet the changing needs of the Company.

WHS OBLIGATIONS AND POLICIES AND PROCEDURES

State Theatre Company South Australia is committed to ensuring a safe, healthy and constructive work environment, one where all members of staff are assured that their activities and actions undertaken as an employee, are undertaken in a collectively safe manner.

All staff must observe and comply with codes of conduct, policies and procedures set down by the Company from time to time. Each employee has a duty of care to adhere to reasonable safe work instructions and to utilise equipment provided in accordance with safe work methods. All incidents, unsafe working conditions and hazards are to be promptly reported. Staff are expected to undertake corrective actions resulting from WHS findings collaboratively. This obligation extends to work undertaken remotely.

Where work is required outside of standard business hours, time off in lieu (TOIL) will be granted, subject to approval by the Head of Development.