

BELVOIR



**DEVELOPMENT DATABASE SPECIALIST
Information Pack**

APRIL 2021



The Cast of *Counting and Cracking* Photo: Brett Boardman.

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COMPANY B LIMITED
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Overview

Job Profile:	Development Database Specialist
Hours of work:	The role is part-time two or three days per week, offering flexibility and the opportunity to develop current skills and learn about the development department in a theatre company.
Package:	10% employer contribution to superannuation 20 days annual leave per annum accrued pro rata 10 days personal leave per annum pro rata Free and reduced tickets to Belvoir shows and other industry events
Contract:	Ongoing 6-month probation period
Reporting to:	Head of Development
Reports:	nil
Salary:	Commensurate with experience
Starting:	ASAP
Application:	Please submit a CV (including the names and daytime contacts of three referees) and cover letter (no more than 2 pages) <i>addressing the selection criteria</i> . (Applications not addressing the criteria will not be considered).
Forward to:	Vyvyan Nickels, Officer Manager reception@belvoir.com.au
Deadline:	C.O.B Monday 10 May



Kate Mulvany in Every Brilliant Thing, 2019. Photo: Brett Boardman

Development Database Specialist

Primary Purpose

The Development Database Specialist is an integral member of the Development team. Their primary responsibility is to collect, enter and maintain donor data in the database, Tessitura. This position accurately and efficiently records donor information and activities related to fundraising, including donations, pledges, in-kind gifts, cultivation and solicitation activities, special events and provides relevant reporting.

The Development Database Specialist reports to the Head of Development, working closely with the Development Coordinator, Annual Giving Manager and relevant team members in ticketing and CRM.

The role is part-time two or three days per week, offering flexibility and the opportunity to develop current skills and learn about the development department in a theatre company.

Position Description

Responsibilities:

- Act as the lead on maintaining data hygiene for Belvoir Development.
- Manage the capture of data accurately and oversee the process of importing data from a variety of sources into Tessitura in a useful manner.
- Project manage the input of any historical data into Tessitura.
- Contribute to discussions related to major fundraising planning with annual giving, major gifts, principal gifts, etc.
- Perform data extraction for donor lead generation with other Development staff.
- Oversee reporting tools and capabilities in Tessitura.
- Assist in maintaining and using Tessitura Analytics (a product of Tessitura) to track fundraising performance
- Provide regular insights through Tessitura that assists in data analysis to identify trends and opportunities.
- Act as a liaison to the Finance and Administration department as related to constituent and gift data entry and batch integrity, along with Head of Development.
- Prepare acknowledgment letters for gifts.

Selection Criteria

- Relevant degree qualification or at least one year of professional experience in database management, analysis, reporting and communication.
- Technologically savvy and a critical thinker. Previous experience with Tessitura is desirable but training will be available for the right candidate.
- Experience and proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint)
- Well-developed verbal communication and interpersonal skills.
- Demonstrated organisational skills and ability to prioritise work, manage multiple projects and meet deadlines in a time constrained environment.
- Demonstrated commitment to confidentiality, and strong attention to detail and accuracy.
- High level of professionalism and initiative and able to work without supervision, whilst still being a team player.
- Interest or experience in a fundraising environment.

Company Information

When the Nimrod Theatre building was threatened with redevelopment in 1984, more than 600 people – ardent theatre lovers together with arts, entertainment and media professional - formed a syndicate to buy the building and save the theatre. Thirty six years later, Belvoir St Theatre continues to be home to one of Australia’s most celebrated theatre companies.

Belvoir engages Australia’s most prominent and promising playwrights, directors, actors and designers to realise an annual season of work that is dynamic, challenging and visionary. As well as performing at home, Belvoir regularly takes to the road, touring both nationally and internationally.

Both the Upstairs and Downstairs stages at Belvoir St Theatre have nurtured the talents of many renowned Australian artists: actors including Wayne Blair, Cate Blanchett, Sacha Horler, Deb Mailman, Jacqui McKenzie, Robyn Nevin, Leah Purcell, Pamela Rabe, Richard Roxburgh, Hazem Shammass and Toby Schmitz; writers such as Rita Kalnejais, Lally Katz, Kate Mulvany, Tommy Murphy and Matthew Whittet; directors including Benedict Andrews, Wesley Enoch, Eamon Flack, Rachael Maza, Anne-Louise Sarks, Simon Stone and former Artistic Director Neil Armfield.

Belvoir’s position as one of Australia’s most innovative and acclaimed theatre companies has been determined by such landmark productions as *The Glass Menagerie*, *Angels in America*, *Brothers Wreck*, *Ivanov*, *Neighbourhood Watch*, *The Wild Duck*, *Medea*, *The Diary of a Madman*, *The Blind Giant is Dancing*, *Hamlet*, *Cloudstreet*, *The Book of Everything*, *Keating!*, *Exit the King*, *The Sapphires* and *Who’s Afraid of Virginia Woolf?*

In 2019 Belvoir produced its biggest show ever *Counting and Cracking* at Sydney Town Hall. It was a sell- out season and was also part of the Adelaide Festival. It won seven Helpmann awards including Best Play and Best New Australian Work. In the same year Belvoir also won the Helpmann for Best Musical for *Barbara and the Campdogs*, as well as another five Helpmann awards.

2020 was a difficult year for Belvoir, as it was for most performing arts companies. We were closed for six months during which time we employed close to 300 artists to develop new work. In mid-September we were one of the first theatre companies to re-open their doors and since then we have presented three productions, under Covid-safe protocols. Our 2021 season is attracting old and new subscribers alike and we are hopeful that within the year the company will return to ‘normal’

Belvoir is part of the National Performing Arts Partnership Framework, receiving equal amounts of both state and federal funding which equates to around 17% of income. Other income is derived from box office, development and commercial activities. The company is managed by a Board of Directors which is chaired by Sam Meers. The current Artistic and Executive Directors are Eamon Flack and Sue Donnelly.

More information, including annual reports and seasons, can be found at: www.belvoir.com.au



Miranda Daughtry and Helen Thompson in *Things I know to be True*, 2019w. Photo: Heidrun Löhrr