

# **AUSTRALIAN TAPESTRY WORKSHOP**

## **POSITION DESCRIPTION – ENGAGEMENT COORDINATOR**

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| <b>POSITION TITLE:</b> | <b>Engagement Coordinator</b>  |
| <b>SALARY RANGE:</b>   | <b>\$65,500 - \$70,000 plus 10% employer superannuation contribution</b> |
| <b>HOURS:</b>          | <b>7.6 hours per day 5 days per week Monday to Friday</b>                |
| <b>REPORTS TO:</b>     | <b>Director</b>  |
| <b>TERM:</b>           | <b>3 year contract (3 months probation)</b>                              |
| <b>DATE:</b>           | <b>22 April 2022</b>   |

### **ROLE CONTEXT:**

Established in 1976, the Australian Tapestry Workshop (ATW) is a not-for-profit visual arts organisation with a global reputation for creating contemporary handwoven tapestries. We are unique to Australia and one of only a few workshops remaining worldwide. The ATW's far-reaching reputation and longstanding cultural partnerships enable us to present a global program to local audiences and share Victorian creative excellence with the world.

ATW seeks creative partnerships with a broad scope of artists and architects. Each tapestry is a unique opportunity for the ATW weaving team to explore artistic ideas and innovate. Our South Melbourne open studio, colour laboratory and galleries are a creative hub for engagement with tapestry, textiles and contemporary art. We develop and deliver multitiered programming that educates and inspires arts and general audiences through online and real-world avenues. We nurture creative exchange and share our specialist knowledge across generations.

### **POSITION SUMMARY:**

The ATW is seeking a highly motivated and hardworking self-starter who thrives in a small collaborative team environment and is seeking to make a difference in the arts and design sector. This person will work to enhance and increase engagement with the ATW by promoting the organisation through engaging communications, events and programs and relationships with a broad range of stakeholders. This person will develop and implement strategies to increase revenue from philanthropy, grants and sponsorship to allow the ATW to achieve strategic objectives and deliver creative programming. This role involves researching and implementing a new Customer Relationship Database. The position would be five days a week.

### **KEY RESPONSIBILITIES:**

- Maintain and grow the ATW's relationships with stakeholders, partners and supporters.
- Manage the ATW's current Customer Relationship Database (CRM).
- Research and implement a new Customer Relationship Database (CRM).
- Support the Director in development and delivery of the annual fundraising campaign.

- Develop and deliver key stakeholder engagement events, such as fundraising and donor events.
- Coordinate all aspects of ATW grant funding – annual calendar, applications and acquittals.
- Liaise with Public Program and Exhibitions Coordinator to develop the annual program of events for stakeholders.
- Liaise with ATW staff to develop and deliver a strategic marketing and communications to increase engagement.
- Design and delivery of annual magazine 'Woven' and other publications.
- Provide detailed reports to Director, ATW board, and philanthropic supporters on sponsorship, fundraising, grants and communications activities.

#### **KEY SELECTION CRITERIA:**

- Relevant experience in development and delivery of successful fundraising through grants, philanthropy and/or fundraising appeals, preferably in the arts
- Demonstrated experience developing and delivering successful communications across multiple platforms on time and on budget.
- Excellent communication and client management skills and demonstrated experience in maintaining effective stakeholder relationships.
- Experience creating strategic public programs and engaging events for key stakeholders and partners
- Excellent organisational skills and demonstrated ability to create high level reports for management and stakeholders.
- Be highly self-motivated and able to effectively prioritise time and resources for optimum outcomes.
- Excellent digital literacy. Must include: Microsoft Office Suite, CRM, Desirable: E-commerce, Adobe Creative Suite.
- Demonstrated experience working successfully as part of a small team and working across multiple roles.
- A flexible approach to hours of work.

#### **OTHER RELEVANT INFORMATION:**

- This position will be subject to a three-month probation period and performance review.
- The successful applicant may be required to undergo a Victorian Police Records' check.
- The ATW is an Equal Opportunity Employer and operates a smoke-free work environment.
- Successful applicant must be fully COVID-19 vaccinated.
- For further information please email ATW Director Antonia Syme AM to [asyme@austapestry.com.au](mailto:asyme@austapestry.com.au)

#### **TO APPLY:**

- Applicants should send one PDF including a cover letter, response to Key Selection Criteria and CV to ATW Director Antonia Syme AM to [asyme@austapestry.com.au](mailto:asyme@austapestry.com.au)
- Applications close at 5pm on Monday 16 May 2022.