



21 October 2024

Executive Officer Position - Arena Theatre Company

Arena Theatre Company, based in Bendigo, Victoria, is a leading creator of exceptional experiences for young people. With a nearly 60-year legacy, Arena is dedicated to delighting, inspiring, and empowering children and youth through innovative arts education programs and original, contemporary theatre. As Bendigo's only professional theatre company, Arena plays a crucial role in transforming the region into a centre of original content creation, while also maintaining a national reach through touring productions and digital initiatives.

Position Overview

Title:	Executive Officer to the CEO, Board and Management Team
Location:	Bendigo, Victoria
Employment Type:	Part-time. Base of 0.4 (2 days pw) with scope to increase. 12-month contract with potential for renewal. Flexible working hours and a mix of work from office and from home.
Salary:	\$60,000-\$70,000 pro rata depending on qualifications and experience

We are seeking a highly organised and proactive Executive Officer to provide crucial support to our CEO, Board, and operational staff. This role is integral to Arena Theatre Company's success, combining high-level administrative duties with strategic and operational support for fundraising, donor engagement, and program delivery.

Key Responsibilities

1. Administrative and Governance Support

- Provide high-level administrative support to the CEO and management team
- Manage Board and committee meeting schedules, prepare agendas, reports, and minutes
- Ensure compliance with legislative, regulatory, and audit requirements
- Develop and review operational policies and procedures as needed
- Develop and maintain records management systems

2. Fundraising and Donor Engagement Support

- Research funding sources for business operations and program initiatives, including grants from philanthropic organisations and government bodies
- Develop and maintain a register of relevant funding sources and opportunities
- Assist in the development and implementation of donor engagement and fundraising campaigns
- Assist the Philanthropy and Partnerships Committee on planning, implementation, and reporting of fundraising activities
- Manage the donor/supporter database, ensuring complete and accurate records
- Work with the Executive Director/co-CEO to develop high-quality funding submissions
- Maintain accurate acquittals and generate reports for funding bodies



3. Stakeholder Relations Support

- Facilitate regular communication with key stakeholders including donors, partners and local government
- Ensure compliance with agreed forms of acknowledgement and benefits for donations and grants
- Identify opportunities for strengthening relationships with donors and partners

4. Strategic and Operational Support

- Administrative support in the development and implementation of the company's strategic plan, budget, and key initiatives
- Assist the Finance and Governance Committee in maintaining the company's accounts, financial, policy, and governance records
- Lead process improvement and capacity-building initiatives as directed
- Support program delivery as needed

Skills & Experience Required

Essential

- Experience in administration and/or non-profit management
- Excellent interpersonal, written, and verbal communication skills
- Strong administrative and organisational abilities
- Experience in record-keeping and budgeting
- Strategic thinking skills with good judgment and decision-making ability
- Proven experience building relationships with diverse stakeholders
- Ability to work flexibly and meet deadlines in a dynamic environment
- Proficiency with MS Office, donor databases, and financial systems (Xero)

Desirable

- Arts industry experience
- Project and/or event management experience
- Interest in theatre and performing arts for young audiences
- Tertiary qualifications in business, arts management, or a related field
- Marketing and digital media skills

Personal Qualities

- Proactive, outcomes-focused approach
- Ability to work both independently and collaboratively
- Strong attention to detail and follow-through
- Passion for Arena's mission of creating theatre for young audiences
- Flexibility to occasionally work outside standard business hours

Arena Theatre Company is an equal opportunity employer and encourages applications from diverse candidates.

To apply, please submit a cover letter and resume by 4:00pm Friday 8 November 2024 to Arena Theatre Company at info@arenatheatre.com.au.