

Australasian Dance Collective

DEVELOPMENT COORDINATOR

Background Information

Australasian Dance Collective (ADC) is one of Queensland's leading contemporary dance companies, based in Brisbane, Australia. Established in 1984 as Expressions Dance Company, the company has created more than 190 works by 86 national and international choreographers. We are defined by our commitment to excellence in both performance and sector development, contributing to the evolution and future of contemporary dance. Annually we create multiple new works, collaborate nationally and internationally and present performance seasons at major Australian venues.

Purpose of the Role

This position is responsible for supporting the growth and stewardship of ADC's philanthropy and partnership initiatives, consistent with ADC's vision and values. The Development Coordinator works closely with the Artistic Director & CEO to develop and cultivate philanthropic giving, support sponsorships and partnerships, and strengthen ADC's long-term financial sustainability.

Reporting Relationships

This position reports to the Artistic Director & CEO.

Key Responsibilities

- Support the development and delivery of ADC's Development Strategy in line with the artistic vision, strategic plan and company values.
- Assist with identifying, cultivating and stewarding donors, partners and sponsors including annual giving, Commissioning Circle and major gift prospects.
- Prepare high-quality proposals, briefing notes, impact reports and donor/partner correspondence.
- Support relationship management with existing donors and partners through timely communication, reporting and acknowledgement.
- Conduct prospect research across philanthropic, corporate and community sectors.
- Maintain and update CRM/database records, donor information and development pipelines.
- Support development budgeting, KPI tracking and data gathering for Government acquittals, philanthropic reporting and the Annual Report.
- Work collaboratively with the Artistic Director & CEO and Marketing Manager to ensure alignment across philanthropy, partnerships and audience engagement.

Digital Engagement

- Coordinate development related EDMs and digital communications with the Marketing Manager.
- Maintain and optimise online giving pathways, including donation pages and campaign tools.
- Integrate philanthropy and partnership stories into digital content streams.
- Maintain CRM/database accuracy, segmentation and reporting for fundraising and supporter insights.
- Support digital fundraising campaigns and use analytics (CRM, email, website) to inform engagement strategies.

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Events and Other Duties

- In collaboration with the ADC team, coordinate logistics for donor, partner and stakeholder events, including private showings, development functions, opening night hosting and cultivation events.
- Support the delivery of benefits for donors and partners (e.g. ticketing, experiences, acknowledgements, hospitality) in collaboration with the broader ADC team.
- Represent ADC at events, performances and networking opportunities as appropriate.
- Ensure accurate documentation, contracts and records for donor, sponsor and partner relationships.

Qualifications and Experience

- Tertiary qualifications in arts, business, communications, marketing or a related field, or relevant professional experience.
- An interest in philanthropy, partnerships and/or development within the not-for-profit arts sector.
- Strong written communication skills, including the preparation of proposals, reports and professional correspondence.
- Experience using CRM databases and digital tools, or willingness to develop these skills.
- Experience or interest in coordinating events, hospitality or relationship-based stakeholder engagement.
- A passion for working in the arts and an interest in contemporary dance.
- Understanding of small-to-medium arts organisations and the not-for-profit sector, or willingness to develop this knowledge.

Selection Criteria

- Ability to build and maintain positive, professional relationships with donors, partners, stakeholders and colleagues.
- High-level written and verbal communication skills with excellent attention to detail.
- Strong organisational and time management skills, including the ability to meet competing deadlines.
- Demonstrated experience with, or aptitude for, using CRM systems and digital tools to support fundraising, partnerships and relationship management.
- A proactive, collaborative working style and a genuine interest in philanthropy, partnerships and growing diverse income streams for a not-for-profit arts organisation.

Conditions of Employment

This is a fixed-term 1-year contract position (0.4 FTE / two days per week), with the view to renew annually and grow into a full-time role dependent on funding and organisational needs.

The salary for this role is negotiable at a per-annum rate (pro rata for 0.4 FTE) plus 12% superannuation. Annual leave accrues at the pro-rata portion of 4 weeks per year, plus other leave entitlements.

This position is delivered in the ADC office based at the Judith Wright Arts Centre, 420 Brunswick Street, Fortitude Valley. Flexible work arrangements can be negotiated. The Australasian Dance Collective working hours are between Monday to Friday, 9:00am to 5:30pm with some after-hours and weekend work as operationally required.

The ideal commencement date is **Tuesday 27 January 2026**, however this may be negotiated. A probationary period of 3 months applies.

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Other Requirements

To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident, or hold a valid work permit or visa.

Access and Inclusion

Australasian Dance Collective is an Equal Opportunity Employer committed to providing a safe working environment. We embrace and value diversity and inclusion in the workplace. Diversity includes all the ways in which employees differ, and the valuable contribution that all of these differences bring to the Company.

The Collective encourages applications from Aboriginal and Torres Strait Islander people, people with diverse cultural backgrounds and people with disabilities. It is our policy to consider reasonable adjustments for qualified applicants with disabilities.

How to Apply

To apply, please submit:

- Brief cover letter
- Resume
- Response to selection criteria (2 pages maximum) addressing your suitability for the role
- For shortlisted candidates, we will require details for two professional references.

Applications for this position close at **5pm, Wednesday 17 December 2025**

Please submit your application to: **apply@australasiantancecollective.com**

Successful applicants will be notified for interview by **Friday 19 December 2025**

Interviews will take place in the **week commencing 12 January 2026**

Please note that ADC reserves the right to interview and hire applicants prior to the closing date.