



POSITION DESCRIPTION

COMMUNICATIONS & DEVELOPMENT COORDINATOR

Position:	Communications & Development Coordinator
Contract:	Part-time (2 days a week)
Reports to:	Executive Director
Salary range:	\$66,500 pro rata, plus statutory superannuation
Closing date:	Midday Friday 28 April 2023

ABOUT THE POSITION AND ABOUT YOU

Force Majeure is looking for a bright, proactive, people-person with a natural flair for socials to join our tiny but mighty core team. The Communications & Development Coordinator will work closely with our small team to:

- Help elevate the profile of Force Majeure, increase engagement and strengthen our brand and visual identity;
- Deliver the marketing strategy for the organisation, and roll out campaigns for programs and productions;
- Coordinate fundraising activity and support the management of relationships with supporters and presenters;
- Actively seek new avenues for philanthropic income and partnerships and ensure the engagement program is rolled out along its set timeline;
- Support our small organisation with administrative and producing tasks.

We are looking for someone who can think ahead, plan, and then manage various tasks along different timelines in different areas of the organisation – think identifying and planning out applications for philanthropic foundations, creating and scheduling content promoting our upcoming programs, ideating and designing donor engagement events, managing comms with artists, presenters and donors, and assisting with day to day producing and admin tasks.

Ideally you'll be passionate about performance, curious about process, and have an existing connection to the arts industry. A creative thinker, an ideas person, a positive and friendly collaborator. A strong administrator who shows initiative and is good with deadlines. Maybe you're an independent producer, self-producing artist, marketing or philanthropy legend, a smart and organised up-and-comer.

ABOUT FORCE MAJEURE

Force Majeure makes devised movement-based theatre. Our ethos is inherently collaborative, in the rehearsal room and in the office. We value integrity, empathy, diversity and teamwork. We're relaxed but hard-working, and we want our staff to enjoy their work and feel supported. Our standard working model is face-to-face collaboration in our Sydney office at Carriageworks (where we are a resident organisation), though we support family life and flexible working. Working from home is possible as required.



We produce 4+ weekend workshops and a two-week intensive professional development program per year in different locations around Australia, plus up to half a dozen creative developments leading to one or two annual performance seasons at various festivals or venues. We don't run back-to-back full-length performance seasons or have a subscription model. Our activity runs on a longer, more expanded timeline and we produce work at a pace and scale in line with our resources.

We're a very small organisation so we all share the load of what needs to get done. This position needs someone who is driven, but flexible and supportive - happy to jump on any task as required. This offers opportunity to discover other parts of the business and the artform and for personalised career growth.

COMPANY BIOGRAPHY

Force Majeure is a national devising company that makes visceral interdisciplinary movement-based performance.

We collaborate with Australia's most compelling multidisciplinary artists to devise original theatrical experiences that synthesise movement, spoken word, and a range of creative forms. This hybrid storytelling is our way of exploring provocative and urgent contemporary issues with a complexity and nuance that is not possible through words or movement alone.

Force Majeure's vision is to continue to be Australia's preeminent multidisciplinary movement-based theatre company, known as a crucible for diverse voices that produces unforgettable performances.

An essential pillar of Force Majeure's work, INCITE is our professional development program in dramaturgical movement-based devising for both established artists and the next generation that empowers artists to develop their creative, collaborative and leadership capacity.

Our Associate Artist program supports independent artists with self-directed long-term mentorship, advancement of practice, company infrastructure and project funding so they can develop new work and mature into impactful industry leaders.

RELATIONSHIPS

INTERNAL

- This position reports directly to the Executive Director (ED)
 - Follow the ED's strategic direction in marketing and philanthropy, collaborate closely on delivery and evolution of marketing and philanthropy plans
 - Provide administrative support around donor engagement
 - Present opportunities for new funding streams and support the ED in preparation of applications and pitches
- The Artistic Director & CEO (AD) is the head of the reporting line
 - Provide administrative support to the AD around donor engagement
 - Follow the AD's creative direction and liaise with the AD on creative approvals
- Provide support to and follow directives of the Producer, collaborating with them to deliver program and project engagement events and promotional activity on time and within budget
- Liaise with Accounts Manager as required for financial management

EXTERNAL

- Donors: current, previous and potential
- Presenters and co-producing partners
- Artists and contractors
- Performing arts industry colleagues



KEY TASKS & RESPONSIBILITIES

As a small arts organisation, our staff all hold responsibility across all departments, in varying capacities. Your role will include:

DEVELOPMENT

- Proactively research, propose and help acquire new philanthropy, sponsorship and partnership opportunities
- Assist the Executive Director with the preparation of pitches, applications, and donation requests
- Manage and distribute fundraising communications including receipting, digital targeted engagement and pipeline tracking
- Drive the delivery of the engagement program, coordinating relationship touchpoints for the ED and AD
- Assist in maintaining relationships with the company's supporters
- Collaboratively design engagement events
- Produce engagement events

MARKETING AND COMMUNICATIONS

- Manage the administration of the company website, newsletters, marketing databases and social media to sustain brand presence and execute program campaigns
- Create, schedule and publish content across various platforms (including website, EDMs, social media) that speaks to the company's stakeholder groups
- Moderate Force Majeure's communities on social media and manage communication on these channels
- Research and develop Force Majeure's engagement across our platforms & optimise content performance
- Assist with the creation of program- or production-specific campaign material
- Liaise with external stakeholders (e.g. presenters) to provide content and deliver aligned campaigns for Force Majeure's productions and programs
- Initiate and coordinate reciprocal promotional opportunities with arts and other relevant organisations, including through the enews, social media swaps and other initiatives.
- Manage media monitoring, reporting and archiving

PRODUCING

- Support the Producer on Force Majeure's INCITE programs and productions as required

ADMINISTRATION AND OTHER

- Use CRM software to maintain donor data, manage gifting timelines, maintain personnel data, deliver email communications
- Attend Force Majeure events, Opening Nights and some industry events as requested (some evening work required)
- Provide general administrative support as required
- Adhere to budget allocations and undertake relevant financial administration & reconciliation

SELECTION CRITERIA

Essential:

- Excellent written and verbal communication: strong conversationalist, can adapt writing style to suit purpose, good visual eye
- A people person: ability to engage with a range of stakeholders with knowledge, respect and interest;
- Proactive, organised & efficient: demonstrated ability to plan ahead, foresee and pre-empt challenges, manage competing priorities, create and adhere to systems
- Strong entrepreneurial spirit and collaborative nature with the ability to work autonomously and also take direction as required
- A genuine interest in Force Majeure's work and creative process, and a passion for the performing arts
- Ability to end-to-end produce various forms of content (copy, image, video) with accuracy and attention to detail
- Experience working with social media platforms including social media advertising
- Strong computer skills for database use and maintenance, email, Microsoft Office suite; quick to learn new programs and platforms
- Willingness to learn and develop, to contribute ideas and shift within the role to meet the needs of the company
- Willingness to work outside business hours on occasion

Desirable:

- Experience in arts accessibility, sustainability or diversity and inclusion work
- Knowledge of and interest in arts funding and philanthropy
- Familiarity with theatre, dance and the Australian cultural landscape
- Active in the performing arts and/or multidisciplinary arts community
- 1-2 years' experience in a similar role (marketing, comms/PR, development, producing) or similar organisation, or undergraduate degree in marketing, communications, arts, or social science
- Familiarity with CRM software (Hubspot), Adobe Creative Suite including Premiere

HOW TO APPLY

If this sounds like you, please submit the following:

- An application telling us why you'd like to work at Force Majeure, and how you're a good fit for this role
 - Format: this application can be a letter, a video, or another format, addressing or demonstrating the selection criteria
 - Max 2 pages written, max 2 minutes, or equivalent if you're using a hybrid format
- A sample piece of writing (by you) that demonstrates at least one requirement of the role. It can be something you've created previously, or produced specifically for this application. E.g. Copy from fundraising campaign collateral, social media posts, e-newsletter
- Current CV including contact details for at least 2 relevant referees

Email your application to projects@forcemajeure.com.au with "Communications & Development Coordinator" in the subject line by **midday Friday 28 April 2023**.

Applications will be reviewed as they are received so we encourage early submissions. Applications received after the deadline may not be considered. Unsuccessful candidates will be notified via email on completion of the recruitment process.

If you have access requirements around the application and recruitment process, have questions or would like to discuss the position in more detail, please contact Executive Director, Amy Morcom on amy@forcemajeure.com.au or call 02 8571 9086