

**MAJOR GIFTS MANAGER**

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**Company  
Profile**

**Our Vision**

To be the best theatre company in Australia and lead the cultural conversation.

**Our Mission**

To create excellence in all forms of theatre with imagination and passion in order to entertain, challenge and inspire audiences.

**About MTC**

Melbourne Theatre Company is one of Australia's flagship performing arts companies and has been enriching lives through the storytelling power of the finest theatre imaginable for over 60 years. Under the leadership of Artistic Director Brett Sheehy AO and Executive Director Virginia Lovett, MTC produces classic and contemporary Australian and international theatre.

MTC produces an annual subscription season of up to twelve productions plus an extensive Education Program; a Women in Theatre Program; a multicultural artists program (MTC Connect); a family theatre program; regional, national and international tours; and regularly collaborates with companies and artists from the independent and small-to-medium sector through NEON NEXT and other initiatives.

MTC employs over 500 artists and industry professionals each year (with approximately 96 permanent staff), producing over 600 performances a season. It has a subscriber base of almost 18,000 people, with more than 200,000 attendances to its productions annually. MTC is a semi-autonomous department of the University of Melbourne.

Southbank Theatre is located in the heart of Melbourne's Southbank Arts Precinct. Each year around half of the mainstage season is performed in the 560-seat Sumner, with smaller-scale works and other activities in the 150-seat Lawler. The balance of the mainstage season is staged at nearby Arts Centre Melbourne's 882-seat Playhouse and 376-seat Fairfax Studio, with the four theatres enabling MTC to present works of a wide variety and scale.

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**Purpose of the  
Position**

The Major Gifts Manager leads MTC's major gift strategy, contributing to the vibrancy and sustainability of the Company through soliciting large-scale support across the MTC mainstage season and special projects. The Major Gifts Manager will manage the MTC General Endowment Fund strategy and fundraising, playing a key role in designing and delivering this key campaign.

Reporting directly to the Director of Development and working closely with the MTC Foundation Chair, the Major Gifts Manager is responsible for soliciting major philanthropic gifts and building long-term meaningful relationships between high-level donors and the Company.

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- Responsibilities**
- Lead MTC’s major gift strategy, working with the MTC Foundation, Executive Director, Artistic Director and Director of Development to develop high-level philanthropic giving.
  - Through the major gifts strategy, identify, cultivate and solicit major gifts from prospective donors, creating new relationships with philanthropic supporters.
  - Steward and renew current major donors, overseeing major gift reporting and building strong, long-lasting relationships with philanthropic supporters and the Company.
  - Work in collaboration with the Annual Giving Manager to identify and cultivate current annual donors as prospects for major gifts.
  - Implement MTC’s General Endowment strategy and manage the successful delivery of the General Endowment campaign.
  - Liaise with the MTC Foundation, serving as secretary to the MTC Foundation Board and working with the Director of Development to support the MTC Foundation strategy and events.
  - Work with the Director of Development and broader MTC team to submit and acquit applications to Trusts and Foundations.
  - Represent MTC at meetings, functions and events as required.
  - **The role requires attendance at regular evening events including 12 opening nights per year and approximately 15 donor events per year.**
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**Skills & Attributes**

The key requirements for this role are:

- Excellent interpersonal skills and extensive experience in stakeholder management and relationship building.
  - Experience and proven track record of successful solicitation of Major Gifts.
  - Successful experience in identification of prospective donors and development of cultivation plans and stewardship strategies.
  - High-level research skills.
  - Self-motivated and pro-active.
  - Creative, flexible and willing to work collaboratively as a team member.
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**Key Relationships**

**Internal**

- Director of Development
- MTC Foundation Board Chair
- Executive Director
- Artistic Director
- Annual Giving Manager
- Philanthropy Coordinator
- Events Manager
- Partnerships and Commercial Executive
- Partnerships and Memberships Executive
- Partnerships and Memberships Assistant

**External**

- Potential and existing major donors
  - Trusts and Foundations
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## Environment, Health & Safety

All MTC staff are responsible for the following safe work procedures and instructions:

- All employees are to comply with the EHS manual
- Adopt work practices that support EHS programs
- Take reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
- Seek guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to supervisor
- Must not wilfully place at risk the health or safety of any person in the workplace
- Participate in meetings, training and other environment, health and safety activities
- Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
- Wear personal protective equipment as provided
- Use equipment in compliance with relevant guidelines, without wilful interference or misuse
- Must cooperate with MTC management in relation to actions taken by MTC to comply with Occupational Health and Safety and Environmental legislation.

In addition, people who supervise the work of others are responsible for:

- Developing new work procedures, as required, in conjunction with relevant persons
- Providing all staff with relevant EHS information in an appropriate manner
- Providing personal protective equipment and clothing if hazards cannot fully eliminated
- Providing adequate supervision through technical guidance and support
- Identifying and control hazardous conditions
- Providing appropriate facilities for safe storage, handling and transport of hazardous substances ensuring that all accidents and injuries are reported.

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## Conditions

MTC is a smoke-free, family friendly employer and a dog friendly workplace.

The position is offered on a full-time and ongoing basis.

Conditions include 17.5% annual leave loading, 10% superannuation, an in-house subsidised canteen and complimentary theatre tickets.

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## Access & Inclusion

MTC 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.

MTC 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.

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