



King Street Arts Centre  
Level 1, 357-365 Murray St, Perth  
[www.stepsyouthdance.com.au](http://www.stepsyouthdance.com.au)

## **Position Available:**

### **Marketing and Funds Development Coordinator**

12-month initial contract

Part time (0.5)

Based at King Street Arts Centre

2010 Salary range \$45,000 - \$50,000 + super (pro rata) depending on qualifications and experience.

STEPS Youth Dance Company is looking for an enthusiastic Marketing and Funds Development Coordinator to complement our small and dedicated team.

The Marketing and Funds Development Coordinator has three specific areas of responsibility: marketing and publicity, funds development and servicing sponsorship agreements.

**APPLICATION REQUIREMENTS** For full position description, please visit [www.stepsyouthdance.com.au](http://www.stepsyouthdance.com.au)

Applicants are required to send a cover letter detailing their interest and addressing the position description (2 pages max), current CV (3 pages max), names and contact details of two referees. Please submit application by COB Friday 18 December 2009.

Applications to be addressed to:  
Cassandra Lake, General Manager  
STEPS Youth Dance Company

PO Box 7648 Cloisters Square Perth WA 6849

**For further information please contact Cassandra Lake**

**E: [cassandra@stepsyouthdance.com.au](mailto:cassandra@stepsyouthdance.com.au)**

## **Duties of the Marketing and Funds Development Coordinator**

Position duties are carried out in consultation with the General Manager and Artistic Director and supported by the Board of Management.

The duties of the position are as follows:

- To undertake to work according to the philosophy of STEPS Youth Dance Company as outlined in the Company Mission Statement and Aims;
- To co-ordinate the design, print and distribution of promotion materials for projects, which may include audition brochure, poster, flyer, invitations and program as agreed in consultation with the General Manager and Artistic Director;
- To co-ordinate paid advertising
- To co-ordinate electronic media promotions
- To develop and implement unpaid media publicity campaigns across all aspects of the company's operations;
- To co-ordinate the company web-site in liaison with the General Manager and Artistic Director;
- To develop and implement a fundraising plan to target corporate and private sponsorship, and donations for STEPS Youth Dance Company projects. This includes the research and identification of potential targets, preparation of funds development packages and pitching to targets;
- To co-ordinate servicing of funding bodies, sponsor and donor agreements;
- To ensure that sponsorship benefits are serviceable throughout STEPS' operations;
- To prepare reports as required including regular reports to the Board of Management at Board meetings;
- To read, comply with and implement STEPS Youth Dance Company policies.

*(Please note - STEPS Youth Dance Company is strongly committed to the provision of a safe and healthy environment for its young participants).*