

# RISING :

POSITION DESCRIPTION  
MARCH 2022

ROLE :	STAKEHOLDER PROJECTS COORDINATOR
TERM :	FULL TIME, MAXIMUM TERM TO 31 JULY 2023
TEAM :	STAKEHOLDER
REPORTING TO :	STAKEHOLDER MANAGER
SALARY RANGE :	\$70,000 + SUPERANNUATION

## RISING

[RISING](#) is a surge of art, music and ceremony in the heart of Melbourne. A major cultural event for the Asia Pacific Region, the festival is created by a diverse team of local, national and international artists and curators. RISING's purpose is to send interlocking circles of experience and connection radiating through the night, re-synchronising the city and re-energising it with public art, performance and music spanning the emerging and iconic, the epic and intimate.

The festival will also be engaged to run additional projects and will provide the required organisational resourcing and support to successfully deliver these projects. Dates for RISING 2023 are 1–18 June. View the 2022 RISING [program](#).

## THE ROLE

RISING is a takeover of the city—an arts festival that doesn't just take place within theatres or regular purpose-built spaces. RISING is out on the streets, transforming Melbourne's buildings, sites and surrounds. Artists turn the city into their canvas, enabling audiences to experience the Melbourne they know and love in different ways. This type of program is not possible without stakeholder buy-in and support. Our stakeholders span government departments and agencies, landowners and landlords, neighbouring businesses and local residents, and special interest groups.

Reporting to the Stakeholder Manager, the Stakeholder Projects Coordinator supports the organisation's work by building new relationships, growing existing ones, and proactively identifying opportunities with potential partners.

Working with the Executive Assistant to Chief Executives, the Stakeholder Projects Coordinator handles stakeholder proposal development and engagement coordination activities. This includes event delivery, engagement strategy, database maintenance and other related administrative responsibilities to support the work of the Department.

## DAY-TO-DAY, YOU WILL :

- Support the Stakeholder Manager with organisation engagement to create opportunities and drive RISING's reputation as a major cultural event
- Support the Stakeholder Manager in the implementation of a stakeholder engagement strategy
- With the Stakeholder Manager, build relationships to increase visibility and opportunities in the festival program delivery
- Prepare proposals, briefings and pitches for funding and partnership opportunities including the coordination of input from relevant staff
- As part of the Stakeholder team, support RISING Artistic Directors and Executives in stakeholder and government relationships
- Coordinate dignitary and stakeholder invitations and hosting as required, collaborating with the Executive Assistant to Chief Executives as required
- Manage stakeholder events including guest ticketing, logistics, briefings and hosting onsite as required
- Manage project administration and reporting as agreed
- Provide administrative support for meetings including tracking actions, minutes and outcomes
- Maintain stakeholder records and lists in Tessitura and Monday.com
- Fulfil additional administrative responsibilities as necessary
- Contribute to the delivery of RISING's FairPlay Equity Action Plan as appropriate for your role
- Perform related duties as assigned, within your scope of practice

## SKILLS YOU'LL NEED :

- Relevant work experience in stakeholder engagement, events management, development or proposal writing

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- Technical skills—advanced knowledge and use of the Microsoft Office suite of programs, experience with telephone and video conferencing systems, experience with arts database management (Tessitura) and maintenance
- Communication skills—high level written and verbal communication skills with experience in liaising with internal and external stakeholders, outstanding interpersonal skills to ensure effective, collaborative working relationships with a wide and diverse range of artists, companies, colleagues and stakeholders
- Communication skills—superior ability to communicate confidently, convincingly, and effectively with potential supporters of all types in various settings, verbally and in writing
- Time management and planning—demonstrated ability to navigate conflicting demands with minimum guidance
- Relationship building and teamwork—supports productive relationships with a demonstrated ability to work as part of a team and independently and with people at all levels
- Attention to detail—maintain exceptional standards of accuracy and integrity in all work produced
- Collaborative and enabling approach—able to work collaboratively in a team environment
- Cultural sector—an interest and knowledge of the arts and cultural sector and a capacity to convey enthusiasm for RISING's vision

## BONUS POINTS FOR :

- Experience working within a major event, festival, or arts organisation
- Experience with Monday.com

## LOCATION

Subject to State Government Covid-19 travel and working from home (WFH) restrictions, the position operates from the RISING office, Level 2, 377 Lonsdale Street, Melbourne. RISING supports flexible working arrangements for staff and a hybrid office/WFH model is currently in place.

## ACCESS

RISING is a festival aspiring to be a cultural leader in inclusion and accessibility. We want our organisation and program to be a true reflection of our city representing people with a variety of skillsets and life experiences, cultures and backgrounds. We encourage applications from First Nations people, those who are from culturally and linguistically diverse backgrounds, people who are LGBTQIA+, people who have a disability and/or who are d/Deaf.

If you have access requirements that will cause difficulty applying online and you need assistance, please call 03 9662 4242, Monday to Friday, between 9AM–5PM. We are only able to respond to accessibility enquiries at this number, for all other queries please email [jobs@rising.melbourne](mailto:jobs@rising.melbourne).