

JOB DESCRIPTION

SUMMARY INFORMATION

Job Title : **PARTNERSHIPS COORDINATOR**
Reports to : Partnerships Manager
Location of Job : Melbourne on Wurundjeri Land
Appointment type : Permanent Part time (3 days per week)
(hybrid & flexible working arrangements available)

Our Vision

A music-rich future for all Australians.

Our Purpose

To connect all Australians to something bigger than themselves: to powerful music which awakens the spirit.

Our Mission

With chamber music at our artistic core, Musica Viva Australia creates memorable musical experiences for audiences at every stage of life and for musicians at every stage of development through Concerts, Education programs and Emerging Artist programs.

Purpose of Position

The Partnerships Coordinator is an early-career role that provides essential administrative, coordination and writing support to Musica Viva Australia's Development team. The position is responsible for helping to keep fundraising activity relating to Trusts and Foundations, and Corporate Partnerships, organised, on schedule and well-documented, and for contributing high-quality written materials that support proposals, reports and partner communications.

Working closely with the Partnerships Manager and the wider Development team, the role ensures deadlines are met, information is accurate, and internal processes run smoothly. This position is the administrative backbone of the Partnerships portfolio and is ideal for someone looking to build a career in arts fundraising and development.

Reporting/working relationships

Reporting to the Partnerships Manager, this position works closely with the Senior Partnerships Manager Development team and Victorian State team and also liaises with colleagues across Concerts & Communities, Education, Marketing, Finance and Operations to gather information and coordinate activity.

Responsibilities:

Writing, Content and Collateral

- Draft and edit proposals, applications, reports, acquittals and donor communications under the guidance of senior team members
- Prepare partner collateral and assist with the development of content for annual reports, concert programs and campaign materials
- Collate information from across the organisation to support strong, evidence-based cases for support
- Proofread and format documents to a professional standard.

Coordination and Deadline Management

- Track and manage upcoming and recurring deadlines for proposals, reports, invoicing and partner benefits
- Maintain clear internal timelines and follow up with colleagues to ensure deliverables are met
- Support the delivery of partner benefit fulfilment, ensuring commitments are documented and actioned
- Assist with event preparation and partner invitations as required

Database Management (Tessitura)

- Maintain accurate and up-to-date records in Tessitura
- Run reports, create lists and record key interactions and meeting notes
- Assist with financial administration including invoice processing and expenditure tracking
- Ensure documentation and filing systems are current and easy for the team to use

Team Support and Collaboration

- Provide administrative and project support across the Development team as required
- Work collaboratively with state and national colleagues to gather information and support fundraising activity
- Contribute positively to a team environment and proactively look for ways to improve systems and processes
- Represent the Development team internally through clear communication and reliable follow-through

Organisational Responsibilities

- Maintain healthy work relationships with volunteers and other staff members.
- Attend meetings as required.
- Contribute to regular and ongoing quality improvement and funder-required accreditation activities.
- Participate in professional and performance development activities and remain up-to-date on current knowledge and skills related to the position.
- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace.
- Hold a valid Working with Children Check. MVA will cover the cost of obtaining or renewing the check.
- Maintain the highest ethical standards, confidentiality and cultural awareness when dealing with others.
- Adhere to workplace policies, procedures, and systems, as amended from time to time, in particular those that address workplace health and safety, anti-discrimination, bullying and harassment and privacy.
- Contribute to the overall well-being of the organisation and avoid participation in any activity that might be harmful to the good operation, health, or reputation of the organisation.
- In addition to the duties outlined above, the position holder is also required to perform such other duties as may be directed, provided these are within their competency or training, from time to time.

Knowledge, Skills, Qualifications & Abilities

- Strong written and verbal communication skills, with the ability to craft clear and compelling cases for support.
- High level of organisation, attention to detail and accuracy, with consistent follow-through.
- Ability to manage multiple deadlines, show initiative and keep tasks and timelines moving.
- Effective at anticipating needs and supporting senior staff, with strong “managing up” skills.
- Collaborative team player who contributes positively to shared outcomes.
- Proficiency in Microsoft Office and familiarity with CRM/database systems (or willingness to learn).
- Interest in building a career in the arts/non-profit sector, with a proactive and solutions-focused mindset and openness to learning tools such as Tessitura, Canva or InDesign

To apply:

Send your resume and a letter (maximum 2 pages) introducing yourself and addressing the knowledge, skills, qualifications and abilities detailed above to jobs@musicaviva.com.au.

Note: In the subject of the email, add the following code **PACO26 and your full name**. Applications not including this code may not be correctly processed.

For an informal chat about the roles and MVA please contact Zoë Cobden-Jewitt , Director of Development, by email zcobden-jewitt@musicaviva.com.au or Jennifer McCleary, People and Culture Manager, by email jmccleary@musicaviva.com.au

MVA is a family-friendly and flexible employer committed to equity and inclusion. We welcome applications from First Nations people and people from diverse cultural and regional communities. We welcome applications from people who identify as having a disability. If at any stage of the recruitment process, you require any accommodation due to a disability please let us know.

Applications close : 26 March 2026