



## **Events and Fundraising Manager (Sydney based)**

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Events and fundraising manager is an exciting role for someone who wants to activate Runway in real time. You will take up opportunities for Runway to be involved in external events, work with issue editors to launch and promote issue launches and conversations projects and you will be working with the development manager to secure support, fundraising goals and future plans for ongoing economic viability.

This is a great role for someone who wants to gain experience in event organisation and make contacts in the arts industry both in Sydney and interstate (as we often host events interstate and in regional areas).

### **Responsibilities:**

- + Identify key stakeholders
- + Work with Development Officer to identify key goals and relationships to pursue in 2018
- + Seek and respond to timely, relevant and significant collaborative opportunities to generate events
- + Work with issue editors to visualise and deliver issue launches
- + Engage with businesses, education institutions, creative institutions and bodies to expand Runway's readership and contributor base
- + Identify and pursue key mentors/ supporters of Runway
- + Create opportunities for Runway Board members to gain professional development and mentoring with industry leaders
- + Create opportunities for Runway contributors to access professional development opportunities

### **Desirables:**

- + Well spoken and outgoing
- + Enthusiastic about the arts and arts writing
- + Highly organised

- + Invested in the development of Runway
- + Business minded/ able to seek and also create opportunities
- + Extensive knowledge of, and connections with a broad range of venues, businesses and organisations in the arts
- + Experience in event planning and management
- + Experience in promotion
- + Self-directed and also a team player

Email Sian at [sian@runway.org.au](mailto:sian@runway.org.au) for more information/ a chat!