



Postal Address
PO Box 7752
Victoria Street West
Auckland 1141
t. + 64 9 369 5783
e. admin@silotheatre.co.nz

Position: Business Development Manager

Employer: Silo Theatre Board of Trustees (*Board*)

Reports to: Executive Director

Location: Tāmaki Makaurau

FTE: This is a part-time contract position for approx 30 hours per week, fixed-term for 10 months

Online
silotheatre.co.nz

About Silo

Silo Theatre is a leading producer of contemporary theatre in Aotearoa.

We curate an annual season of local and international work that champions new forms of storytelling in order to speak directly to the world around us. We work with the most exceptional theatre practitioners in Aotearoa at every stage of their career, providing the space for them to extend their practice and create their most courageous work. Our focus is on voices that are urgent and are not heard often enough.

In Tāmaki Makaurau, in Aotearoa and sometimes overseas, we provide exceptional experiences for a variety of audiences, with the hope that they walk away transformed, uplifted, and with a greater sense of connection to themselves and our collective cultural identity.

We acknowledge Te Tiriti o Waitangi as this nation's founding document, and the rightful place of Māori as tangata whenua in Aotearoa New Zealand. Furthermore, as an organisation that calls central Tāmaki Makaurau home, we acknowledge and recognise Mana Whenua o Ngāti Whātua o Ōrākei and, in addition to this, we honour the diversity of our many communities in Tāmaki Makaurau.

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Our purpose

- To encourage the pursuit of excellence in Aotearoa New Zealand's arts practitioners and stage craft
- To foster greater inclusion and representation in storytelling and invigorate diverse audiences
- To contribute to, and develop, the arts and culture landscape of Tāmaki Makaurau and Aotearoa

Our Values

- Excellence
- Manaakitanga
- Innovation
- Representation and Inclusion
- Extension and Courage

Our Strategic Objectives

- We aim to create and promote diverse performance, always underpinned by excellence and the pursuit of new. We prioritise critical rigour and create an aspirational working environment where artists are challenged to exceed their personal best
- We strive to recognise and respect the mana of every individual. This involves a process of care that is proactive and conscious. We strive to uplift our people in our eyes and see this as the foundation of great leadership
- We are anti-box ticking. We want real-world impacts from our work and we seek to build tolerance and stimulate conversation among our audience
- We seek to actively champion work that speaks to cultural, sexual and gender identities that are underrepresented in mainstream storytelling
- We aim to build our organisational resilience through purpose-fit governance and strong financial health to meet and reflect our artistic and audience aspirations



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Purpose of Position

The newly created Business Development Manager will work closely with the Executive Director to support, grow and diversify Silo Theatre's revenue streams. This includes growing Silo's Patron Programme and cultivating relationships with Trusts, Foundations and Funders. The successful candidate will work closely with the Executive team to identify new and innovative revenue generation opportunities, including commercial sponsorships and partnerships.

We are looking for a candidate who is dedicated, ambitious and has a commitment to:

- Honouring Te Tiriti — with an appreciation and respect for te ao Māori
- Being inclusive of our many communities in Aotearoa — including having an understanding and appreciation of the many ways of knowing, seeing and doing things by our Moana Oceania and migrant communities, our queer communities, our disabilities communities, and beyond.

Key Relationships

Internal

- Executive Director
- Artistic Director
- Silo Trust Board Members
- Marketing and Communications Manager
- Accounts Administrator
- Producers/Artists
- Publicist
- Casual office staff and interns

External

- Commercial Sponsors
- Patrons & Friends of Silo
- Funders and or Charitable Trusts
- Venues and delivery partners
- Audiences/Customers
- Consultants and Mentors
- Service Providers
- Wider NZ Arts Industry

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Responsibilities

- Support with the development and execution of Silo Theatre's revenue generation strategy, in line with Silo Theatre's new strategic plan
- Review and manage existing and new revenue development goals and plans for Silo Theatre to achieve them
- Support with funding and grant applications, as well as proposals for new sponsorships and partnerships, relevant reports and acquittals
- Work alongside the Executive Director to evolve and expand Silo's Patron Programme, deepening these relationships
- Manage and deliver key fundraising events, activities and initiatives that build connections, brand awareness and meet targets
- Contribute to prospect research and seek out additional opportunities for support across diverse revenue streams including trusts and foundations, philanthropic giving and corporate partnerships
- Help build Silo Theatre's commercial sponsorship portfolio, actively developing opportunities to pitch and present to new partners
- Identify new and innovative revenue opportunities relating to and in support of Silo's annual artistic production delivery/core purpose
- Participate in regular meetings with all key staff to ensure open communication and expectations throughout all projects and initiatives
- Uphold and adhere to the Silo code of conduct and standards of behaviour



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Skills, Attributes & Experience

- A creative thinker with excellent written and verbal communication skills
- Excellent interpersonal skills with the ability to collaborate effectively with co-workers, the Silo leadership team and wider Silo community
- A successful track record with funding applications
- Strong understanding of business goals, communication and engagement standards for stakeholder/audience service
- Experience managing budgets, proficient with spreadsheets and using Excel
- Experience working with non-profit or other charitable - social enterprise businesses that rely heavily on patronage, donations, fundraising and sponsorship investment
- Comfortable and confident using digital and electronic organisation tools and engagement platforms, as well as Microsoft Suite and other data entry software
- Demonstrated ability to effectively organise workflow, and manage multiple projects and initiatives, meeting all deadlines

To succeed in this role, you will bring:

- In keeping with Silo core values extension and courage, you will demonstrate a drive to always improve - pursuing development for yourself and your work, finding ways to contribute to increased success of the company
- A collaborative can-do attitude
- Bold thinking and innovative practice – with the ability to problem solve
- Achievement-oriented drive, open to taking on new challenges
- Excellent time-management skills, meeting all critical deadlines with the capacity to work as part of a team or independently and unsupervised

Silo is committed to seeing the candidate be successful in this mission/role and will allocate appropriate budget resources towards mentoring and project related expenses. Remuneration will be based on the candidates skills and experience.

This is a fixed-term contract role, approx 30 hours per week for 10 months, with the possibility of extension. The start date is flexible, however, we are hoping for someone to step into this role by early February 2022.

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The role is based in Tāmaki Makaurau. Please note that due to COVID-19 we are only seeking applications from New Zealand Citizens or Residents who are either living in Aotearoa or who can return from overseas by the start date for the role.

Silo Theatre is committed to developing a diverse workforce and an inclusive workplace. We provide equal employment opportunities and welcome applications from everyone who can meet the requirements of the role. You don't need to have experience in every aspect of the position - we are equally interested in hearing from high potential individuals who are passionate about the art form, about Silo Theatre and a willingness to learn.

How to apply:

To apply for this role, applicants must submit a cover letter addressing the Skills, Attributes and Experience, as well as a current CV. Applications submitted to Chloe Weavers, Executive Director: chloe@silotheatre.co.nz

Applications close on Sunday 16 January 2022, 5pm.

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