



Position:	<u>Director of Special Events</u>
Employment Type:	Regular Full-Time Salaried/Exempt Must be available to work weekend and evening hours.
Department:	Development
Salary Range:	Based on Experience
Reports To:	Vice President of Development

Position Summary:

The Director of Special Events is an important member of Pacific Symphony's Development Department team who is responsible for development of strategies and implementation of tactics necessary to successfully oversee 3-5 major fundraising special events, including the Symphony's annual Gala. The position also oversees many other smaller-scale events during the year. This includes an active program of cultivation and stewardship activities, such as pre- and post-concert dinners and receptions for various constituencies, support group luncheons and dinners, events in donors' homes, VIP events at summer venues, and other events as assigned by Development Department leadership.

Key Duties & Responsibilities:

Fundraising Events

- In coordination with the special events producers and chairpersons of individual events, plan all elements necessary to organize events that reach financial goals while reflecting positively on Pacific Symphony's reputation in the community. Activities required to achieve these goals include, but are not limited to -
 - Fundraise for major events
 - Work with Gala event producers, who handle event logistics and related planning
 - Solicitation of event sponsors, auction items, table hosts and individual ticket sales
 - Work on identification of major event locations and work with venues
 - Manage income and expense budgets and tracking for each event
 - Coordination of design, printing and mailing of invitations, related materials, and event communications
 - Coordinate staff, speakers, musicians, and/or other entertainers, caterers, and vendors, as well as related payment needs
 - Track and confirm attendance, including managing RSVPs, ticket/table orders, gifts, pledges, including seating information and dietary restrictions
 - Overseeing preparation of registration check-in lists, name tags and/or place cards
 - Follow up on all gifts and pledges following event, including payments due and reconciliation with the Symphony's finance department

Event Production (non-Gala)

- Produce and organize other non-Gala fundraising and "friendraising" events and activities



- When necessary, staff events as appropriate with responsibilities including, but not limited to,
 - Make arrangements for food and beverage services, making seating changes as needed, supporting speakers and/or performers and/or other staff
 - Welcoming patrons including functioning as an event host

Event Follow-up and Recordkeeping

- All events
 - Within 15 working days following an event's completion issuing and mailing all payment reminders to event guests
 - Within 30 working days process all event related vendor invoices for payment
 - Timely follow up with appropriate development and accounting staff to reconcile and finalize financial records
 - Ensure of volunteer leaders are appropriately recognized
 - Arrange fulfillment activities for patrons purchasing auction items

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Experience and Qualifications:

- Demonstrated success in fundraising for special events
- Candidate must have effective interpersonal skills necessary to interact comfortably and build relationships with staff colleagues, vendors, donors, Board members and others
- A minimum of five years' experience in special events fundraising and management, as well as production experience in a non-profit organization or events company
- Must be self-motivated, detail-oriented, well-organized and have the ability to independently prioritize, serve the needs of multiple projects and meet established deadlines
- Must possess a demonstrated ability to solve problems with tact and discretion. Diplomacy, maturity, and ability to respect confidentiality are essential for success in this role.
- Must be proficient with Word, PowerPoint, Excel, and Outlook
- Must have prior experience with customer or event management software. Prior experience with Tessitura CRM system considered a plus
- A love of symphonic music is a plus

COMPENSATION:

Pacific Symphony offers a comprehensive compensation and benefits package including retirement plan options, escalating paid vacation, sick, personal days and holidays, and health benefits including medical, dental, vision, life and long-term disability insurance, flexible spending accounts and employee assistance program, complimentary tickets.



To APPLY:

Please email **cover letter and resume** to Richard Stein, President & CEO, Arts Orange County - rstein@artsoc.org

ORGANIZATIONAL BACKGROUND:

The Pacific Symphony is the largest orchestra formed in the U.S. in the last 50 years and is recognized as an outstanding ensemble making strides on both the national and international scene. Our mission is to inspire, engage, and serve Orange County and the region through exceptional music performances, education, and community programming.

Founded in 1978, Pacific Symphony enriches the human spirit through superior performances of classical and symphonic music. Pacific Symphony is located in Orange County; California's second most populous county, boasting a rich arts tradition strongly supported by an engaged public. The region is a tourism magnet, home of Disneyland, and a major financial and business hub.

Pacific Symphony is a highly dynamic and innovative organization, led artistically by Music Director Carl St.Clair and operationally by President John Forsythe. The Symphony has been designated as a Tier One orchestra by the League of American Orchestras, joining the ranks prestigious orchestra such as the LA Phil, Chicago Symphony, and New York Philharmonic.

In most years, Pacific Symphony presents more than 100 concerts annually and serves 250,000 community members. The Symphony is nationally and internationally recognized for performance excellence, strong community engagement through education and other programming and for commissioned new works by contemporary composers. Pacific Symphony twice received prestigious ASCAP Awards for Adventurous Programming and was showcased in the League of American Orchestras' nationally released publication entitled *Fearless Journeys*. Pacific Symphony's Class Act elementary school education program has been honored by the National Endowment for the Arts and the League of American Orchestras for its exemplary orchestra education.

Resident for much of the year at the renowned Renée and Henry Segerstrom Concert Hall, the Symphony also presents a summer outdoor series at Five Point Amphitheatre. Music Director Carl St.Clair just celebrated his 30th season with Pacific Symphony, while Principal Pops Conductor Richard Kaufman is currently celebrating his 30th season leading the Pops series.

Pacific Symphony values diversity in its workforce and is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law.