



### Engagement Events Specialist Development

<b>Work Status:</b>	Full-Time Regular	<b>Payroll Type:</b>	Non-Exempt
<b>Location of Job:</b>	Davies Symphony Hall San Francisco, CA	<b>Salary/annual rate:</b>	\$59,423
<b>Schedule:</b>	Monday - Friday	<b>Regular Hours:</b>	9:00 AM - 5:00 PM
<b>Reports To:</b>	Associate Director, Engagement Events	<b>Supervisory:</b>	No

#### **JOB SUMMARY**

The Engagement Events Specialist (EES) serves as a strategic support partner for the implementation, management, and execution of Development Engagement Events. The EES reports to the Associate Director, Engagement Events (ADEE).

The EES will support the ADEE in organizing, producing, and managing best-in-class donor engagement opportunities, primarily for Symphony membership, in response to each season's repertoire and in alignment with the Symphony's strategic plan leading to increased philanthropic support. Additionally, the EES will support the ADEE on all Campaign events and activities, as well as support the larger team with fundraising events as needed.

The ideal candidate must be highly organized, detail-oriented, and possess a can-do attitude, bringing a sense of intention and purpose to their work. They should have strong time and project management skills and be a strategic and thoughtful communicator.

#### **RESPONSIBILITIES**

- Under the guidance of the ADEE, support the creation and implementation of a best-in-class events program that engages current and potential donors. Work closely to ensure events represent the Symphony's strategic mission, vision and values, and that themes, speakers, and programs feature a diverse and broad range of people and perspectives.
- Assist in the production of over 60 engagement events per season, both in-person and virtual, curated with care to engage various donor groups within the Symphony, from Friends level (\$75-2,499) to Board of Governors members.
- Curate and execute virtual events, from webinar presentations to short virtual performances.
- Work closely with Associate Director of Events to identify and engage guest speakers, SF Symphony leadership, and members of the Orchestra for events.

Commented [RI1]:

- Assist in the preparation of event briefing documents, talking points, bios and scripts with relevant content and logistical information for Leadership, relevant Board members, SF Symphony staff and musicians.
- Apprise guests of event logistics and details via frequent email and phone communications.
- Work collaboratively with internal and external teams such as Editorial, Creative Services, Operations, SFS Media, Artistic, Marketing and Digital Innovation to meet engagement event objectives.
- Initiate the content creation process by Editorial and Creative Services Departments for all digital and print event materials, including invitations, evites, web collateral, and all other communications to Symphony guests and prospects.
- Support the ADEE in managing front of house and vendors for four SoundBox programs per season.
- Partner the ADEE in strategizing and executing various campaign engagement opportunities.
- Maintain strong working knowledge of Symphony's CRM/donor database, Tessitura, to provide exceptional customer service to donors and patrons. Regularly update engagement event activity tracking in Tessitura.
- Staff and attend events throughout the season including select SoundBox programs, along with Associate Director of Events and other members of the Events and broader Development team.
- Provide additional support as needed for Opening Night/Gala, Lunar New Year, and Deck the Hall fundraising events, which includes day-of event support.
- Manage other special projects as assigned.
- Conduct job functions and activities in alignment with the principles of the SFS's Diversity, Equity, and Inclusion (DEI) work, and support the organization's DEI work through participation in working groups and other initiatives as possible.

Formatted: Font: (Default) ABC Symphony Text, 11 pt

### **QUALIFICATIONS**

- Two or more years of experience in event management, preferably in a fundraising organization and/or in the cultural sector
- Proven ability to manage various event components ranging from season planning to taking RSVPs
- Superb organizational skills to help guide prioritization of complex tasks
- Excellent written and oral communication skills
- Proficiency with Microsoft Office including Word, Excel, and Outlook
- Ability to take initiative, prioritize and handle multiple projects simultaneously in a fast-paced environment
- Excellent discretion, judgment, tact, and diplomacy
- Strong attention to details and ability to see the big picture
- Energetic "can-do" demeanor and a passion for music and excitement for the SF Symphony

### **ORGANIZATIONAL PROFILE**

The San Francisco Symphony is widely considered to be among the most artistically adventurous and innovative arts institutions in the United States, celebrated for its artistic

excellence, creative performance concepts, active touring, award-winning recordings, and standard-setting education programs. In the 2020–21 season, the San Francisco Symphony welcomed conductor and composer Esa-Pekka Salonen as its twelfth Music Director and embarked on a new vision for the present and future of the orchestral landscape. This exciting artistic future builds on the remarkable 25-year tenure of Michael Tilson Thomas as the San Francisco Symphony’s Music Director. Tilson Thomas continues his rich relationship with the Symphony as its first Music Director Laureate. In their inaugural season together, Esa-Pekka Salonen and the San Francisco Symphony have introduced a groundbreaking artistic leadership model anchored by eight Collaborative Partners from a variety of cultural disciplines: Nicholas Britell, Julia Bullock, Claire Chase, Bryce Dessner, Pekka Kuusisto, Nico Muhly, Carol Reiley, and Esperanza Spalding. This group of visionary artists, thinkers, and doers joins with Salonen and the San Francisco Symphony to chart a new course of experimentation by collaborating on new ideas, breaking conventional rules, and creating unique and powerful experiences.

The San Francisco Symphony presents more than 220 concerts and presentations annually for an audience of nearly 450,000 in its home of Davies Symphony Hall and through its national and international touring. A cornerstone of the organization's mission, the San Francisco Symphony's education programs are the most extensive offered by any American orchestra today, providing free comprehensive music education to every first- through fifth- grade student in the San Francisco public schools, and serving more than 75,000 children, students, educators, and families annually. The San Francisco Symphony’s recordings have won such awards as France's Grand Prix du Disque and Britain's Gramophone Award, as well as 16 Grammy Awards. San Francisco Symphony radio broadcasts, the first in the nation to feature symphonic music when they began in 1926, today carry the Orchestra's concerts across the country. In 2004, the SFS launched the multimedia Keeping Score on PBS-TV and online and in 2014, the San Francisco Symphony inaugurated SoundBox, an experimental performance venue and music series located backstage at Davies Symphony Hall. February 2021 saw the launch of SFSymphony+, the San Francisco Symphony’s on-demand video streaming service. For more information, visit [sfsymphony.org](https://www.sfsymphony.org).

#### **APPLICATION INSTRUCTIONS**

To apply, please visit [www.sfsymphony.org/careers](https://www.sfsymphony.org/careers). Under the About Us tab, go to the Careers and Auditions page and click on “View administrative job listings.” If you need assistance or an accommodation due to a disability, please contact us at [ccarter@sfsymphony.com](mailto:ccarter@sfsymphony.com) or you may call us at 415-503-5334.

#### **VALUES STATEMENT**

The San Francisco Symphony is committed to cultivating an environment of inclusion, equity, and diversity for our staff, musicians, patrons, and community. As leaders and innovators of our inherited tradition of orchestral music, we acknowledge our responsibility to identify and dismantle the oppressive barriers that we have historically maintained. We resolve to hold ourselves accountable, devote resources, and embrace change by centering racial equity and listening to and learning from marginalized voices.

We recognize that this is an ongoing, sometimes uncomfortable practice, and continue to learn and evolve. We welcome applicants who are enthusiastic to join us on this journey.

**EEO STATEMENT**

In alignment with the values statement above, the San Francisco Symphony celebrates diversity and is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and employees without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. The San Francisco Symphony believes that diversity and inclusion among our employees is critical to our success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

Pursuant to the San Francisco Fair Chance Ordinance, the San Francisco Symphony will consider for employment qualified applicants with arrest and conviction records.