



Position:	<b><u>Director of Special Events</u></b>
Employment Type:	Regular Full-Time Salaried/Exempt Must be available to work weekend and evening hours.
Department:	Development
Salary Range:	\$80,000 - 85,000 Commensurate with 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. This position is responsible for the creation of strategies and implementation of tactics necessary to successfully oversee 3-5 major fundraising special events, including the Symphony's Annual Gala, Season Opening Night and Lunar New Year celebrations. This includes cultivation, management, and stewardship of major/principal gift donors and volunteers who chair these events and sit on the event committees. A key responsibility of the position is to assist in establishing event fundraising goals and estimates, and meeting those goals

The position also supervises the Special Events Coordinator, and in conjunction with this function, oversees other smaller-scale events during the year. This includes activities such as pre- and post-concert dinners and receptions for various constituencies, Symphony support society groups, 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*

Produce individual events, plan all elements necessary to organize events that reach financial fundraising goals while reflecting positively on Pacific Symphony's reputation in the community.

The special events team programs produce 20% of the overall fundraising goal for the department. Activities required to achieve these goals include, but are not limited to the following:

- Produce and organize other development department events and activities

/

- Cultivate, steward, and solicit individuals and corporations to support major events with table purchases, ticket sales, auction items, donations, and in-kind support
  - Work on identification of major event locations and work with venues
  - Coordinate design, printing, and mailing of invitations, related materials, and event communications
  - Coordinate staff, speakers, musicians, and/or other entertainers, caterers, and vendors
  - Negotiate all vendor contracts and oversee their deployment for special events
    - Track orders and work with finance to manage income and expense budgets and tracking for each event
  - Track and confirm attendance, including managing RSVPs, ticket/table orders, gifts, pledges, including seating information and dietary restrictions
  - Supervise the 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 Follow-up and Recordkeeping*
    - Track orders and review invoices and review with finance
      - Issue and mail all payment reminders to event guests within a timely manner
      - Process all event-related vendor invoices for payment in a timely manner
    - Ensure that customized thank yous and recognition communications are completed in a timely manner
    - Ensure volunteer leaders are appropriately recognized
    - Arrange fulfillment activities for patrons purchasing auction items

**Note:** Nothing in this job description restricts the Director's supervisor from re-assigning duties and responsibilities to this job at any time.

### **Experience and Qualifications**

- Demonstrated success organizing and producing major fundraising events that include complex production elements, décor design, and headline entertainment
- A comfort level recruiting and engaging major philanthropists to serve as volunteers for events, providing them with the opportunity to make decisions about event themes, fundraising strategies, and other elements of a successful event
- A highly collaborative individual who works well with numerous departments and provides training for general staff members in their roles during events to ensure a great patron experience
- Candidate must have effective interpersonal skills necessary to interact comfortably and build relationships with staff colleagues, vendors, donors, board members, and others

/

- Must have 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 is considered a plus.
- An appreciation of symphonic music is an important factor in the consideration of a candidate

### **Compensation**

Pacific Symphony offers a comprehensive compensation and benefits package including a 401(k)-retirement plan; escalating paid vacation, sick, personal days, and holidays; health benefits including medical, dental, vision, life, and long-term disability insurance; flexible spending accounts and employee assistance program; and complimentary tickets.

### **To Apply:**

- Email your resume, cover letter and salary requirements to Emily Rankin, Vice President of Development - [erankin@pacificsymphony.org](mailto:erankin@pacificsymphony.org)
- Please begin your subject line with the words "Director of Special Events"
- No phone calls please

### **Organizational Background**

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 of prestigious orchestras 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 the Great Park Live. Music Director Carl St.Clair is celebrating his 35th and final season with Pacific Symphony, while newly appointed Principal Pops Conductor, Enrico Lopez-Yañez, is currently celebrating his 2<sup>nd</sup> 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.*