



COURTNEY LEWIS, MUSIC DIRECTOR

POSITION ANNOUNCEMENT

Position Title: Advancement Events Coordinator
Status: Full-Time/Exempt
Reports to: Vice President of Advancement

Position Summary:

The Advancement Events Coordinator is responsible for planning, promoting and producing a season of activities that steward and cultivate the Jacksonville Symphony's donors and prospects. S/he will be responsible for arranging gathering that range from a small, high-end dinner to an event for hundreds of Symphony supporters. One of the Advancement Events Coordinator's largest tasks is the management of the Symphony's Annual Gala, held each spring.

A successful candidate will have the ability to adapt the Symphony's brand to suit events that entertain any audience with style and on a budget. S/he will be independent and proactive, with a stellar ability to build rapport with guests, volunteers, vendors and staff. This role works closely with the Vice President of Advancement and the Major Gifts and Planned Giving Officer, Director of Corporate Relations and Annual Fund Director, and must be able to prioritize and respond to various requests.

Responsibilities:

- Coordinate the development of an annual events strategy under the direction of the Vice President of Advancement, with input from the team's four giving officers
- Manage and communicate details of the annual advancement events calendar with the appropriate internal and external collaborators, providing updates prior to events and debriefing sessions following
- Plan all details of event production, including timeline, decoration, entertainment, space and other aspects of hospitality
- Coordinate with the Symphony's artistic operations team to incorporate a musical experience or guest-artist access into every event
- Promote events by working with the Graphic Designer to create and distribute invitations that communicate the style of the event
- Execute all day-of event logistics and communications, delegating duties as appropriate to colleagues and/or volunteers
- Collaborate with many vendors within and beyond the Times-Union Center for the Performing Arts to ensure that events are of appropriate quality and on budget
- Coordinate the Jacksonville Symphony's annual Gala budget, vendors, volunteers and overall production
- Manage the Davis Gallery intermission experience during mainstage Jacksonville Symphony concerts by coordinating a staffing schedule, providing appropriate decoration and engaging the symphony's hospitality partners
- Ensure that there is a simple and donor-centric protocol for event reservations
- Prepare event favors as well as special keepsakes for major donors as requested
- Analyze the effectiveness of events

Qualifications:

- Experience with corporate or large cultural events preferred, background as a volunteer considered
- Ability to develop a budget and execute events to plan, using resourcefulness and creativity in developing experiences that fit the aesthetics of the Symphony's brand and the interests of the audience being entertained
- Poise under the pressure of event production, volunteer input, patron feedback and staff requests
- Availability to keep a flexible schedule that includes some evenings and weekends
- An appreciation for culture to the extent that it informs event design is preferred
- Connections within the Jacksonville events community are preferred, but not required
- Professional demeanor and excellent communication skills, both written and oral
- Physically able to lift 35 lbs, unassisted and spend extended periods of time standing and walking during event production

Compensation:

The Jacksonville Symphony offers a competitive salary, commensurate with experience, and a comprehensive benefits package including medical, dental, vision, disability insurance, a 403(b) plan and flexible paid time off.

About the Jacksonville Symphony:

The Jacksonville Symphony is a cultural leader of a vibrant and growing Northeast Florida. With an annual operating budget of \$10.5 million, the Symphony performs more than 100 main stage concerts each season, as well as another 100 education and community engagement performances to serve more than 250,000 people throughout the First Coast per year.

Since 2015, the organization has experienced a period of rapid growth that has included artistic enhancements, deepened community impact, and financial success. The Symphony performs under the artistic leadership of Music Director Courtney Lewis, who has transformed the orchestra into one of the premier ensembles in the southeastern United States.

To Apply:

Send cover letter, resume, references and salary history to bmckenzie@jaxsymphony.org. Candidates selected for further consideration will be contacted. No phone calls please.