



POSITION DESCRIPTION

Position Title: Special Events Manager

Status: Full-Time, Exempt

Reports To: Vice President/Chief Advancement Officer

Position Summary:

This position will work closely within the Development team (and partners with the Marketing, Production and Artistic teams) to successfully strategize and execute the Jacksonville Symphony's signature fundraising event: *The Annual Gala*, and will also be responsible for coordinating all donor-centric events. This position also provides Development Department support and logistics for all donor parties, receptions, the Donor Lounge (Davis Gallery) and event-related benefits.

Responsibilities:

1) Annual Gala

- Develop event plans, timelines, event logistics, budget, and income projections.
- Oversee contract bidding, volunteer committees, catering staff and logistics.
- Coordinate decoration and entertainment.
- Coordinate with the Symphony's Artistic team to develop a musical experience for guests that will include all or a portion of the Jacksonville Symphony and possibly a guest artist.
- Provide on-site event management.
- Facilitate activities of event volunteers, including their duties and meetings.
- Design and maintain a comprehensive solicitations calendar, reporting as necessary and upon request.
- Write and present event sponsorship proposals.
- Fulfill donor recognition and benefits as related to events.
- Manage and create all needed event materials, including but not limited to, mailings, invitations, and in-event collateral.
- Manage and maintain mailing lists for individual and corporate sponsorship.
- Accept and manage feedback, as appropriate, to improve effectiveness and results of events.
- Oversee accuracy of information and data for event pages on the website.

2) Stewardship and Donor Benefit Events

- Coordinate all donor events.
- Create and distribute yearly stewardship and donor benefit calendar. Communicate essential details of donor events to all departments.

- Oversee logistics, budget, catering staff, and auxiliary vendors.
- Manage the invitation and RSVP process.
- Manage the Davis Gallery for donor receptions: pre-concert, intermission, and post-concert. Coordinate staffing schedule with Development Team.
- Write speeches.
- Provide on-site event management.
- Serve as primary contact with valet parking service for Conductor's Club.

3) Fiscal Responsibilities

- Maintains and reconciles expense budgets for each benefit event, ensuring careful resource management.
- Reconciles all proceeds from fundraising events to ensure the appropriate designation and disbursement of funds.
- Track and evaluate progress in achieving financial objectives.
- Monitor progress to goals and respond to feedback in order to improve results.
- Report progress and financial results monthly to the Chief Advancement Officer for integration with the overall departmental financial reporting.

4) Other Duties as Assigned

Requirements

- At least five (5) years of experience in event planning; non-profit experience preferred but not required.
- Bachelor's degree required.

Skills and Attributes

- Exceptional leadership, facilitation, planning, verbal and social skills with an interest in volunteer and member recruitment, building constituency groups and external relations.
- Exceptional written skills with the ability to express information clearly, concisely and with precision.
- Poised under pressure.
- Experience working with volunteer Board leadership.
- Affinity for working in a team environment and facilitating positive two-way communication across departments.
- Ability to implement and support strategies for cultivation, stewardship, recognition of volunteer and member constituency groups.
- Highly organized with exemplary attention to detail.
- Flexible, works well under pressure and deadlines.
- Ability to manage multiple projects along with a collaborative work style.
- Results-oriented.
- Sense of humor.
- Curious, motivated, and willing to self-learn.
- A strong interest in the arts is required, experience with a symphony is preferred.

Diversity, Equity and Inclusion

The Jacksonville Symphony is an equal opportunity employer and does not discriminate on the basis of age, race, sex, color, religion, national origin, disability, military status, sexual orientation or any other status protected by applicable state or local law.

Compensation

Compensation, including benefits will be competitive and commensurate with qualifications and experience.

Application

Please submit a cover letter and resume to Andreea Vineyard at HR@jaxsymphony.org.

About the Jacksonville Symphony

Our mission is to enrich the human spirit through symphonic music.

As Music Director Courtney Lewis begins his sixth season on the conductor's podium, the Jacksonville Symphony celebrates the 2020/21 season that promises another year of exemplary symphonic music. Each season, the Symphony reaches over 135,000 individuals through almost 100 performances in Jacoby Symphony Hall and communities throughout Florida.

The Jacksonville Symphony is one of Northeast Florida's most important cultural institutions. Founded in 1949, the Symphony now enjoys a national reputation, regularly heard on more than 250 public radio stations across the country on *Performance Today*. Combined with performances aired on Jacksonville's public radio station WJCT and the organization's continually growing streaming program, the Symphony reaches over 60,000 individuals through these digital channels. In 2018, the orchestra was selected as one of four orchestras from across the country to participate in the 2020 *SHIFT: A Festival of American Orchestras* in Washington, D.C.* The Symphony's performance home, Robert E. Jacoby Symphony Hall, is an acoustic gem and offers an intimate and acoustically superior concert experience. Each year thousands enjoy the Symphony's performances both at Jacoby Symphony Hall in the Times-Union Center for the Performing Arts and at venues located throughout the state of Florida.

The Symphony is a crucial leader in the community for music education, serving four county school districts and over 35,000 students. In addition to offering free tickets to children under the age of 18 for selected *Florida Blue Masterworks* concerts, and other special youth pricing, there are several programs to foster music education.

Led by Symphony Assistant Conductor Deanna Tham, the Jacksonville Symphony Youth Orchestras (JSYO) serves more than 300 talented musicians from all over Northeast Florida. The six levels of ensembles enable the JSYO to serve the needs of all musicians with individualized, ability-specific instruction. JSYO enriches orchestral instruction by guiding young musicians with quality musical instruction, improving skills and maintaining the highest standards. In June 2018, the Jacksonville Symphony Youth Orchestras embarked on its first national tour as one of only three student orchestras invited to perform in the Los Angeles International Music Festival at Walt Disney Concert Hall.

Over the years, the Jacksonville Symphony has hosted some of the most renowned artists of the music world including: Isaac Stern, Benny Goodman, Duke Ellington, Marilyn Horne, Luciano Pavarotti, Itzhak Perlman, Kathleen Battle, Mstislav Rostopovich, Audra McDonald, Joshua Bell, Lang Lang, Alisa Weilerstein, Branford Marsalis and Renée Fleming.

*Shift Festival cancelled due to Covid