

## Job Description

**Job Title: Events Manager**

### Job Overview:

The Events Manager (EM) plans and executes key events, primarily during the festival but also potentially during the off season. Events include the Welcome Party given for musicians, crew, staff and board when the orchestra members arrive, The Donor Party for \$1,000+ donors and housing donors, the annual Gala and Auction event and the Wrap Party on the final Sunday.

### Job Duties/Responsibilities:

- Manage budget for all events combined, finding efficiencies across the events by planning them holistically.
- Find, book, and manage catering for all events.
- Handle all rentals of tables, linens, utensils, etc. as needed.
- Create, issue and track invitations and responses.
- Coordinate volunteers as needed for set up and clean up.
- Work closely with the Gala board committee to select a theme, develop a schedule for the event, secure auction items and an auctioneer, coordinate decorations, and handle logistical aspects of the event including check out as patrons leave.
- Support development of new events which might include a winter visit by the Music Director, a spring fund raising event, a season announcement event for largest donors, etc.
- Bring new ideas and fresh thinking to the festival so that the events don't get stale.

**Compensation:** \$35 per hour

### Anticipated Workload:

July 8 through August 4 = 15 hours/week (in person and remote)                      4 weeks

September through April= up to 2 hours/month (remote) *could increase if we add new events*

April through June = up to 5 hours/week (remote)    13 weeks