

# Special Events Coordinator

**DEPARTMENT:** Development

**FLSA CLASSIFICATION:** Full-Time, Non-Exempt

**SUPERVISOR:** Special Events Manager

## JOB PURPOSE

Plan and execute events related to the Playhouse's mission. Reporting directly to the Special Events Manager, this position supports planning for institutional initiatives. Additionally, this position oversees audience engagement events; oversees events for the Marketing department and for the Playhouse partners and others as assigned by the Special Events Manager.

## JOB DUTIES

- Under supervision of Special Events Manager:
  - Assist in executing approximately 75 high quality institutional events annually with the goal of cultivating and building relationships between La Jolla Playhouse and its prospects, patrons and donors.
  - Coordinate event logistics for events including Individual and Corporate Donor functions
  - Manage RSVP process for all Opening Nights
  - Maintain active and consistent communication between on-site Restaurant and the Playhouse schedule of activities
  - Secure charitable in-kind contributions from hospitality partners
  - Understand ABC licensing and work within those guidelines for each event. Pull liquor licenses as appropriate
  - Ensure vendor relations, timelines, and staffing are coordinated
  - Monitor budget and GL coding. Track that payments are met on time
  - Ensure proper record keeping and invoicing of all payments owed to La Jolla Playhouse and associated vendors
  - Execute and track all sponsorship benefits within corporate and In-kind contracts
- Oversee audience engagement events such as Foodie Fridays, Sonic Saturdays, and Military Date Night functions
- Oversee Friends Night, Partner Sunset Chats, and Communication/Marketing events
- Develop and implement systems and procedures to increase efficiency in department
- Represent Special Events Manager at meetings in case of illness or absence and report information
- Build relationships with In-kind vendors and act as administrative contact, ensuring excellent customer service is provided at all times
- Track In-kind and other event relationships in Tessitura database
- Schedule meetings and reserve event space as needed
- Regular and predictable attendance
- Other duties as assigned by Special Events Manager or Director of Development

**EDUCATION AND EXPERIENCE**

- Bachelor's degree and/or 2-3 years equivalent experience required
- Direct event experience especially in a non-profit or arts organization required
- Community Organizing or Audience Engagement experience preferred
- Experience working with databases and using Microsoft Office required

**KNOWLEDGE, SKILLS AND ABILITIES**

- Strong interpersonal and organizational skills
- Ability to multi-task and manage several priority projects simultaneously
- Outgoing, friendly and personable with excellent customer service skills
- Understanding of basic fundraising processes and principles
- Ability to work effectively with and manage unskilled staff, volunteers, and interns
- Ability to work collaboratively with all levels of employees and vendors
- Ability to work as part of a team as well as independently
- Ability to drive
- Ability to stand on feet for 8 or more hours
- Ability to lift up to 50lbs
- Must work evenings and weekends as needed

**SUPERVISORY RESPONSIBILITY:** Yes. Interns and volunteers.

In addition to the duties listed above, the Playhouse expects the following of each employee: adheres to LJP policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in LJP events as needed or required; and completes other duties as assigned.