

# Special Events Manager

**DEPARTMENT:** Philanthropy

**REPORTS TO:** Director of Philanthropy

**LOCATION:** La Jolla, California on the beautiful campus of the University of California, San Diego

**FLSA STATUS:** This is a Full-time, exempt (salaried) position, eligible for a full array of benefits including health and life insurance, 403(b) retirement plan, paid time off (vacation, sick and 11 holidays), and complimentary tickets to Playhouse performances

**COMPENSATION:** \$65,000 - \$72,000 (DOE)

**POSTING DATE:** August 2022

**HOW TO APPLY:** Submit a cover letter and resume to [resumes@ljp.org](mailto:resumes@ljp.org). Please include in the subject line - "Special Events Manager"

## ORGANIZATION OVERVIEW

La Jolla Playhouse is a place where artists and audiences come together to create what's new and next in the American theatre, from Tony Award-winning productions, to imaginative programs for young audiences, to interactive experiences outside our theatre walls. Founded in 1947 by Gregory Peck, Dorothy McGuire and Mel Ferrer, the Playhouse is currently led by Tony Award winner Christopher Ashley, the Rich Family Artistic Director of La Jolla Playhouse, and Managing Director Debby Buchholz. The Playhouse is internationally renowned for the development of new plays and musicals, including mounting 105 world premieres, commissioning 60 new works, and sending 33 productions to Broadway, garnering a total of 38 Tony Awards, as well as the 1993 Tony Award for Outstanding Regional Theatre. These works include the Broadway hits *Come From Away*, *Diana* and *Memphis*, all directed by Ashley; *The Who's Tommy*; the Pulitzer Prize-winning *I Am My Own Wife*; and *Jersey Boys*.

La Jolla Playhouse is committed to diversity in all areas of our work, on and off stage. We lead with our values and encourage individuals with unique perspectives to apply. La Jolla Playhouse is proud to be an Equal Opportunity Employer (EOE).

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## STATEMENT OF JOB

The Special Events Manager:

- Oversees the planning and execution of all special events for the Playhouse.
- Supervises the Special Events Coordinator and other event staff.
- Is responsible for securing in-kind support (in collaboration with the Corporate Relations Manager) to offset the costs associated with producing and fulfilling benefits for donors.
- Plays a key role in the planning and execution of the annual Gala and annual Innovation Night.
- Manages event budgets.

## ESSENTIAL JOB DUTIES

- Professionally execute approximately 75 high-quality institutional events annually (for Philanthropy and other Playhouse departments) with the goal of cultivating and building relationships between La Jolla Playhouse and its prospects, patrons and donors.
- Steward existing in-kind partnerships and secure new in-kind relationships; then manage these donations for accounting, budgeting and tax purposes.
- Work in tandem with an outside Gala consultant to ensure the annual Gala fundraiser is an organizational success.
- In close coordination with the Corporate Relations Manager, plan and execute the annual Innovation Night fundraiser (a corporate-focused event celebrating the tech and bio-tech communities of San Diego), ensuring event remains within expense budget.
- Manage vendors for events, including scheduling of delivery, pick-up and payment.
- Manage event budgets, tracking income and expense and staying within budget.
- Work with the Director of Philanthropy and Artistic team to determine event décor, entertainment, venues and pricing strategy, when relevant.
- Work with Operations and Production for each event, requesting space and technical support.
- Create diagrams, with assistance from the Special Events Coordinator, of each event to ensure the Playhouse is within safety guidelines; forwarding to appropriate parties for approvals.
- Work closely with all Philanthropy staff, other institutional departments and the Board of Trustees to achieve increasingly successful fundraising events.
- Provide a high level of customer service to Board members, donors, patrons, event guests and vendors.
- Work with the Individual Giving Manager to coordinate and deploy specific event invitations (both mailed and electronic).

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## **MANAGEMENT OF SPECIAL EVENTS COORDINATOR AND OTHER SPECIAL EVENTS STAFF:**

- Supervise Special Events Coordinator, Assistant, interns, porters, bartenders, vendors and event volunteers, as applicable.
- Supervise Special Events Coordinator to schedule and oversee vendor, staff and volunteer involvement for events.
- In conjunction with the Special Events Coordinator, schedule all event reminders and post-event emails.
- In tandem with the Special Events Coordinator, manage Special Events calendar, working with other departments to reserve space and resources as needed.
- Oversee Special Events Coordinator in creation of in-kind event acknowledgement letters.
- Oversee Special Events team with the inventories of all event supplies, including alcoholic and non-alcoholic beverages, plates, cutlery, napkins, candles, envelopes, labels, name badges, invitations, etc.
- With Special Events team, responsible for striking events and ensure supplies are ready for the next event.

## **REQUIREMENTS & PROFICIENCIES**

- Minimum of 3 years (preferred) of equivalent experience producing and managing events of up to 500 people (experience in a non-profit environment a plus).
- Of utmost importance for this role, the selected candidate must have excellent organizational skills and the ability to meet goals and deadlines.
- Outstanding interpersonal skills, including the ability to effectively manage all levels of staff, volunteers, Board of Trustees and interns.
- Flexibility and adaptability are core to success in our philanthropy department.
- A high level of attention to detail and the desire to achieve excellence in all endeavors.
- A supreme multi-tasker with the capacity to work comfortably in a fast-paced and ever-changing environment on multiple, ongoing projects.
- Comfort with budget management, creation and financial reporting.
- Familiarity with Microsoft Word, Excel and Outlook and ability to learn to use the Tessitura database.
- A positive attitude and spirit of teamwork.
- Ability to assess situations and independently develop a plan of action.
- Understanding of fundraising processes and comfortable asking for support.
- Self-directed, entrepreneurial and creative spirit; willingness to try new ideas.
- Alignment with the values of La Jolla Playhouse.
- A commitment to uphold and support the Playhouse's Anti-Racism Action Plan.
- Passion for the arts – and more specifically, theatre!
- Being fully vaccinated against COVID-19 by an FDA approved vaccine is a condition of employment.

## **PHYSICAL REQUIREMENTS**

- Frequently lifts/moves items weighing up to 50 lbs with team assistance.
- Frequently moves about throughout Playhouse buildings and event spaces, both indoor and outdoor.
- Ability to drive and willingness to occasionally run errands, as needed.
- Regular and predictable on-site attendance.
- Must be able to work a flexible schedule, including nights, weekends and holidays.