

Pacific Symphony
Special Events Assistant
Job Description

The Special Events Assistant is a full-time position reporting to the Director of Special Events. This position requires a very detail-oriented, organized individual whose role is instrumental in supporting a very busy special events program for the Development Department of the Pacific Symphony. These events include pre-concert dinners and receptions, post-concert receptions, patron luncheons, private cocktail and dinner events in patrons' homes, support group fundraising events, support group field trips, season openings, Pacific Coast Wine Festival and the annual gala.

DUTIES/MAJOR FUNCTIONS

1. Coordination of event mailings

- Pull mailing lists from specified criteria
- Circulate lists for review by other development staff
- Proof names and addresses and formats before printing
- Create labels or printing envelopes
- Arrange for invitations to be printed or printing them in house
- Produce event maps and/or directions for patrons
- Help to create event solicitation or committee member letters
- Coordinate invitation mailing processes with staff and/or volunteers, including stuffing, postage, sealing and delivery to post office
- Monitor address changes and forwarding them to appropriate staff

2. Coordinate event responses and payments

- Answer questions about specific events when calls come into the office
- Maintain accurate RSVP lists with payment and seating information from mail and phone responses
- Provide payment information to appropriate development and accounting staff
- Follow up with patrons by phone when appropriate
- Prepare registration check in lists, name tags and or place cards as needed
- Provide copies of final registration lists and event income reports to appropriate staff and volunteers upon request

3. Assist with Event Planning

- Help to schedule and notify staff and volunteer committee members about event planning meetings
- Attend event planning meetings and taking notes or minutes when appropriate
- Work with Director of Special Events to confirm event timeline and produce final script
- Determine event audio visual equipment needs and arranging for delivery and setup
- Help to order and wrap gifts or plaques or flowers as appropriate for speakers, performers or volunteer chairs
- Work with staff, speakers, musicians or other performers to confirm attendance, payment, equipment needs and location of event
- Help to order meals and beverages for events
- Help to order concert sponsor signage and plaques as needed
- Arrange for courier pickup and delivery of special invitations and other items for patrons and vendors

4. Working Events

- Bring appropriate supplies, place cards, nametags and registration lists to support events
- Help to set up events
- Supervise event check-in/registration, and making seating changes as needed
- Help to track auction donation details and purchases
- Staff events as appropriate, including serving refreshments, supporting speakers or performers or other staff, making patrons comfortable and happy, and cleaning up event at close

5. Post Event Follow-up

- Follow up on proper information and coding for each event
- Keep accurate financial records for each event with Development and accounting staff
- Assisting Director of Special Events to maintain event reports and track budget
- Help to provide information for and/or produce follow up mailings including thank you notes, tax deductibility letters, etc.

- Help Director of Special Events to schedule or facilitate fulfillment of auction items

6. Other

- The Special Events Assistant will also be asked to plan events on his/her own, under the guidance of the Director of Special Events

EXPERIENCE SUMMARY/IDEAL CANDIDATE

The successful candidate will:

Have experience (2+ years) in special events, preferably with an arts or other nonprofit organization.

Be a detail oriented team player willing to work effectively with development colleagues as well as with other departments.

Be goal oriented and highly self-motivated.

Have excellent written and oral communication skills.

Be able to provide references, which will attest to a high level of energy, professional image and a commitment to success.

Be able to demonstrate both an independent nature and ability to work well with staff, teams, high-level volunteers, and others.

Have competence in using computer programs, including Word, Excel, Access, Publisher, Outlook.

Must be willing to work some evenings and weekends.

Application

Send cover letter and resume to:

Ricki Shab
Director of Special Events
The Pacific Symphony
3631 S. Harbor Blvd. Suite 100
Santa Ana, CA 92704
714/876-2364; Fax 714/755-5789
rshab@pacificsymphony.org
Emails preferred

Pacific Symphony is an equal opportunity employer.