Position Title: Events Associate
Department: Development
Reports to: Director of Stewardship & Events
Supervision Exercised: Manages vendors, subcontractors and volunteers
FLSA Status: Full time, Exempt
Prepared by: Leslie Simmons
Prepared Date: 7/1/22
Approved by: Hilary Blakemore
Approved Date: 7/8/22

SUMMARY:

The Events Associate is responsible for the design and execution of the Development Department’s fundraising, stewardship, and cultivation events, as well as the Oregon Symphony’s annual Gala. The Events Associate works to produce creative, impactful, and memorable experiences to steward and cultivate the Oregon Symphony’s current and prospective donors. The Events Associate will support contributed revenue goals through event table and ticket sales, securing in-kind donations, corporate partnerships, and event sponsorships. Position reports to the Director of Stewardship & Events.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Work with the Director of Stewardship & Events to develop concepts for Development Events to support stewardship and fundraising goals.
- Manage all aspects of Development events including design, planning, budget, venue and vendor booking, announcements and invitations, table and ticket sales/sponsorship, tracking responses and payments, event collateral and day of event materials, venue set-up, and other event logistics including on-site set-up, program coordination and follow-up.
- Coordinate with other departments on Development event details as needed, including event timelines, and appearances by OSA conductors, musicians, staff, board members, and guest artists at events.
- Manage Greater Giving website for Gala and other ticketed events.
- Establish and maintain relationships with venues, caterers, restaurant and winery partners, and other event-related vendors.
- Manage event contractors as needed.
- Manage the Gala Committee, in conjunction with the Director of Stewardship & Events.
- Work to support Gala attendance and fundraising goals, with the Gala Committee and Development team.
- Work to secure in-kind contributions and event sponsorships. Manage the booking of all in-kind support for the Oregon Symphony, including from other departments.
• Maintain the Development Events Calendar, including co-listing on Oregon Symphony Master Events Calendar and staff calendars as appropriate.
• Maintain donor information in Tessitura database.
• Function as a member of the Development team, participating in staff meetings, planning processes, and collaborating with other Symphony staff as needed.
• Other duties as assigned.

Supervisory Responsibilities: Manages vendors, subcontractors and volunteers.

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Education and/or Experience: 2+ years of event-related work experience. Understanding of fundraising environment preferred. Experience with use of a database software a plus.
• Language Skills: Ability to write in English with proper spelling and grammar to produce event invitations and routine correspondence. Ability to speak in person and over the phone with donors, employees, vendors and others.
• Reasoning Skills: Ability to organize systems, coordinate deadlines, handle logistics, interpret instructions provided in writing, orally or in diagram form.
• Computer Skills: Ability to use Microsoft Word, Excel, Outlook and PowerPoint; ability to use or learn quickly the donor/ticketing database software (Tessitura) and event platform (Greater Giving). Ability to research on the internet.
• Certificates, Licenses, Registrations: None required.

OTHER SKILLS AND ABILITIES:
Ability to work effectively under pressure. Ability to work collaboratively with diverse personalities, including donors, volunteers, Symphony musicians, fellow staff, and others. Knowledge of and passion for classical music a plus.

OTHER QUALIFICATIONS:
Must be available to work evenings and weekends as needed. Must be able to provide own transportation for self and transportation of event materials to off-site events, in collaboration with the Development team.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

• Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.
• Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
• Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others’ views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone’s efforts to succeed.
• **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

• **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others’ attention.

• **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

• **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

• **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

• **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

• **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

• **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel; reach with hands and arms, and talk or hear. The employee is regularly required to stand and walk. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include ability to use computer monitor and to read standard print documents.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is currently operating in a hybrid on-site / remote capacity, though may require full-time in office work in the future. Attendance at events is required. The employee is required to provide internet access when working remotely.

While performing the duties of this position, the employee is occasionally exposed to moving mechanical parts such as computer printers. The noise level in the work environment is usually moderate.

For a full position description, please visit www.orsymphony.org/about/careers/

If you are interested in the position, please submit a cover letter and resume to careers@orsymphony.org. No phone inquiries, please.
Position is open until filled.

The Oregon Symphony is an equal opportunity employer and is committed to diversity, equity, and inclusion in all facets of the organization. We seek to develop a diverse candidate pool and welcome nominations and applications from all qualified candidates regardless of race, gender, sexual orientation, age, disability, religion, or national origin.