

**LA JOLLA PLAYHOUSE**  
**JOB DESCRIPTION**  
(Revised: 12/06/2017)

**JOB TITLE:** Special Events Manager

**DEPARTMENT:** Development

**EMPLOYMENT CLASSIFICATION:** Exempt (Pay Group "A")

**SUPERVISOR:** Director of Development

**JOB PURPOSE:** Within this not-for-profit setting, the Special Events Manager will manage La Jolla Playhouse events from start to finish, including fundraisers, Development donor benefit fulfillment events and other institutional events.

**ESSENTIAL JOB FUNCTIONS:**

- Special Events Manager will professionally execute approximately 60 high quality institutional events annually with the goal of cultivating and building relationships between La Jolla Playhouse and its prospects, patrons and donors
- Supervise Assistant Manager of Special Events and the Special Projects Coordinator, interns, consultants, porters, bartenders, vendors and volunteers
- Work closely with all Development staff, other institutional departments and Board members to achieve increasingly successful fundraising events
- Provide a high level of customer service to Board members, donors, patrons and vendors
- Manage Special Events department calendar, coordinating with other departments to reserve space and resources as needed.
- Manage event budgets, tracking income and expense and staying within budget
- Secure \$375,000 annually in in-kind vendor and hotel donations for events, stewarding the relationships and managing these donations for accounting, budgeting and tax purposes
- Work select nights and weekends
- Manage vendors for events, including scheduling of delivery, pick-up and payment
- Work with the Director of Development to determine event décor, entertainment, venues and pricing strategy, when relevant
- Work with Operations and Production for each event, requesting space, sound and electrical support
- With Operations and Production, create diagrams of each event to ensure the Playhouse is within safety guidelines; forwarding to appropriate parties
- Work with Artistic to coordinate event entertainment
- Coordinate all event invitation design (both hard copy and electronic), list pulls and mailings
- Coordinate all event reminders and post-event emails
- Create timelines for each event for vendors and staff
- Schedule and oversees volunteer involvement for events
- Manage Opening Night RSVP process and other events, as appropriate
- Responsible for all event acknowledgement letters
- Track vendor participation and event attendees in the Tessitura database
- Understand ABC licensing and work within those guidelines for each event. Pull one-day liquor licenses as appropriate and /or hire James' Place bartenders.
- Order and maintain current inventories of all event supplies, including alcoholic and non-alcoholic beverages, plates, cutlery, napkins, candles, envelopes, labels, name badges, invitations, etc.
- Responsible for striking events and ensure supplies are ready for the next event
- Other duties as assigned by the Director of Development

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree plus a minimum of 4 years of experience managing large events (experience in a non-profit environment a plus)

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Outstanding interpersonal skills, including the ability to effectively manage volunteers
- Excellent organizational skills; a high level of attention to detail and the capacity to work comfortably in a rapidly changing environment on multiple, ongoing projects
- Effective interpersonal/relationship building skills a must
- Ability to meet goals and deadlines
- Comfort with budgets and financial reporting
- Familiarity with Microsoft Word and Excel and ability to learn to use the Tessitura database with a growing level of sophistication
- Team player able to work collaboratively with Development colleagues as well as interface effectively with other departments
- Understanding of fundraising processes
- Maturity, good judgment, creativity
- Self-directed, entrepreneurial spirit; willingness to try new ideas

**SUPERVISORY RESPONSIBILITY:**

Yes: Assistant Manager of Special Events, Special Projects Coordinator, interns, volunteers and consultants

In addition to the duties listed above, La Jolla 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; and completes other duties as assigned.

I have received a copy of this job description. I understand the duties and am fully able to meet the requirements of this position. I further acknowledge and understand that nothing contained within this job description alters my at-will employment status.