

# SPOLETO FESTIVAL USA

## Special Events Manager

---

As an integral part of Spoleto Festival USA's advancement department, the Special Events Manager works to foster lasting relationships between the Festival and its patrons, promoting positive attitudes toward giving among current and prospective donors, and SCENE (young people's group).

### Duties and Responsibilities

Lead efforts to fundraise, plan, and implement annual events that include the four below along with donor recognition events for Spoleto Society, Board of Directors, Special Programs, BRIDGE, and SCENE events throughout the year.

- Orchestra Benefit – Friday, February 11
- Mary Ramsay Civic Award Luncheon – Friday, April 1
- SCENE Shakedown – Thursday, April 21
- Spoleto Festival USA Fête – Thursday, May 26

### Essential Responsibilities for Events

- Direct and manage all aspects of planning and staging fundraising events, including vendor contracting, cultivation of event themes and coordinating with each committee to execute day of event logistics.
- Conduct solicitations of live and/or online auction items.
- Research, select, and manage the Spoleto auction software and website.
- Analyze each event and prepare reports through Tessitura database.
- Secure sponsorships and in-kind contributions for fundraising events.
- Work with committee members and board members in soliciting hosts for cultivation events.
- Oversee BRIDGE and SCENE events in coordination with Steering Committees and Associate Director of Individual Giving/Individual Giving and Stewardship Manager respectively.
- Manage all event budgets and work closely with the Finance Department. Submit department expenses through the Financial Edge platform.
- Hire and manage a seasonal Special Events Assistant as well as two seasonal apprentices.

### Qualifications and Required Skills

Three or more years of successful experience in event management with fiscal goals. Experience in non-profit sector is a plus. Demonstrated strong oral skills, commitment to quality, timeliness, efficiency, and organization with attention to detail is essential. Proven ability to work effectively with different constituent groups. Prefer creative energy and ambition that can lead and inspire Special Events team. Exhibit outstanding communication and negotiation abilities with a high level of professionalism. Proficiency with Adobe InDesign, Photoshop and Illustrator, as well as Microsoft Publisher is an advantage. Candidate must be able to handle information of a sensitive matter, such as confidential donor information and records. This position reports to the Chief Advancement Officer. Benefits include vacation and medical leave, participation in group health insurance, dental, vision, 401k, and life insurance plans.

**Anticipated Start Date:** January 2022

### To Apply

Please submit resume and cover letter to [developmentjobs@spoletousa.org](mailto:developmentjobs@spoletousa.org). No phone calls, please.

### About Spoleto Festival USA

For 17 days and nights each spring, Spoleto Festival USA fills Charleston, South Carolina's historic theaters, churches, and outdoor spaces with performances by renowned artists as well as emerging performers in opera; theater; dance; and chamber, symphonic, choral, and jazz music. Now approaching its 46th season in 2022, Spoleto Festival USA is internationally recognized as America's premier performing arts festival.

Equal Opportunity Employer: Spoleto Festival USA is an equal opportunity employer and committed to diversity in hiring. Equity is central to our culture, mission, and who we are as an arts organization. Spoleto Festival USA does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national

origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership, parental status, military status, or any other non-merit factor.

COVID Vaccination Requirement: Spoleto Festival USA requires all staff and participants to be fully vaccinated against COVID-19 prior to accepting an offer of employment. Applicants acknowledge that they are fully vaccinated and are willing to: provide proof of vaccination upon request, maintain vaccination as recommended by public health authorities, and submit to testing and other health protocols as may be required now or in the future. Continued employment is conditional on these requirements.