



## Special Events Manager

For 17 days each spring, Spoleto Festival USA imbues Charleston, SC with artistic innovation and celebration, filling its theaters, churches, and outdoor spaces with performances in opera, dance, music, and theater. With a mission to present programs of the highest artistic caliber while maintaining a dedication to young artists, the Festival also maintains a commitment to all forms of the performing arts, a passion for contemporary innovation, and an enthusiasm for providing unique performance opportunities for established artists. Through its programming, Spoleto provides emerging performers the opportunity to work with master artists, conductors, directors, and designers. Established in 1977, Spoleto Festival USA is a 501(c)3 nonprofit arts organization.

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, BRIDGE and SCENE (young people's groups).

### **Duties and Responsibilities**

Lead efforts to fundraise, plan, and implement annual events that include the three 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 10
- Mary Ramsay Civic Award Luncheon - Friday, March 31
- SCENE Shakedown - TBD
- Spoleto Festival USA - May 26-June 11

### **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.

**Compensation:** This position reports to the Chief Advancement Officer. The target salary range for this position is \$57,000-\$63,000. Benefits include vacation and medical leave, paid holidays, participation in group health insurance, dental, vision, life insurance, short and long-term disability, and a matching 401(k) plan.

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

Spoletto 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. Spoletto 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:** Spoletto Festival USA requires all staff and participants to be fully vaccinated, including a booster for those who are eligible, 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.