

## SPECIAL EVENTS MANAGER

The Vancouver Symphony Orchestra (VSO) seeks a Special Events Manager to join its Development Team.

Founded in 1919, the VSO is the third largest symphony orchestra in Canada, and the largest performing arts organization in Western Canada. The VSO creates, curates, and connects irresistible musical experiences—performing 150+ concerts annually at the Orpheum Theatre, online, and at numerous other venues throughout Metro Vancouver. The organization delivers extensive education programs reaching more than 50,000 young people annually, and a further 100,000+ people through community engagement initiatives. It is the only major orchestra in Canada to have its own music school. Maestro Otto Tausk is the Music Director of the VSO.

### JOB DESCRIPTION SUMMARY:

As a member of the Development team, the Special Events Manager is responsible for leading and delivering a premiere fundraising Gala and stewardship activities to attain financial targets that help to achieve the overall goals and objectives of the VSO.

The VSO currently presents one premiere fundraising Gala annually that includes sponsorship, auction, raffle, and fund-a-need initiatives to maximize revenue. Additionally, we host a number of donor stewardship events and activities throughout, including but not limited to, open rehearsals, receptions and intimate dinners with artists.

The Special Events Manager reports to the Vice President, Chief Development Officer, collaborates with the Directors of Individual and Annual Giving for stewardship events, and is responsible for the following:

- Lead and execute all fundraising events and stewardship activities organized by the department, including managing logistics and related permits, ticket sales, sponsorship, auctions, raffles, finances, fulfilment etc.
- Manage all event related sponsorship relationships. Build on existing corporate relationships and develop new prospects to secure annual event sponsorship
- Manage and support the Gala committee, including running efficient and productive meetings
- Maintain comprehensive records, develop, and own all event timelines, schedules, and floor plans, including liaising with suppliers.
- Lead and train event volunteers
- Manage all event related expenses in accordance with set budget goals
- Work closely with the Marketing Team to promote the Gala and fulfill sponsorship recognition
- Stewardship: develop and maintain positive relationships with funders through phone calls, face-to-face meetings, events, and correspondence
- Enter and extract data from the database as needed, oversee payment processing, tax receipt generation, and thank you letters
- Perform other related duties as assigned/required.

### QUALIFICATIONS, EXPERIENCE AND REQUIRED COMPETENCIES:

- Undergraduate degree or certificate in Event Management, Fundraising, Marketing, Communications or equivalent training and experience
- Minimum of five (5) years of event management experience and minimum two (2) years in a managerial or supervisory role
- A track record of fundraising and business development success

### **VANCOUVER SYMPHONY ORCHESTRA**

**Mailing Address:** 500—833 Seymour Street, Vancouver, BC V6B 0G4 | tel: 604.684.9100 | fax: 604.684.9264

**Location:** 500—843 Seymour Street, Vancouver, BC | Box Office: 604.876.3434 | [vancouverSymphony.ca](http://vancouverSymphony.ca)

- High level of proficiency and experience in software applications including Microsoft Suite, and basic graphic design software skills in Adobe programs and Canva an asset
- Experience using a donor database, or customer relationship management system, an asset
- A disciplined, highly motivated, self starter with exceptional time management and organizational skills
- Excellent oral and written communication proficiency
- Exceptional interpersonal skills and stewardship
- Drivers Licence required, and access to a vehicle
- Commitment to the cause and the organization

#### SCHEDULE AND COMPENSATION:

- This is a permanent full-time position, primarily Monday to Friday, 9am to 5pm. Hours and days of work are flexible when events/activities occur outside of business hours. Occasional evening and weekend work is required
- The VSO is offering a hybrid model of in-office and remote work currently. We will continue to evaluate the public health situation in BC. The ratio of time spent in office and remotely may change based on department and organisational needs
- Perks include tickets to VSO concerts
- VSO requires all employees, volunteers and working partners to provide evidence of full vaccination prior to initiating employment
- VSO offers a comprehensive benefit package including extended care, sick days and vacation
- We provide a respectful workplace committed to anti-harassment and anti-bullying policies
- Salary Range: \$54,000 to \$62,000

Please email your resume and cover letter to [employment@vancouversymphony.ca](mailto:employment@vancouversymphony.ca) and include "Special Events Manager" in the subject line. Applications will be accepted until position is filled.

The VSO thanks all applicants for their interest, only those applicants selected for an interview will be contacted. No phone calls please.