

Manager of Special Events

About Second Stage Theatre

Second Stage Theater produces work entirely by 21st century American playwrights both on and off Broadway. Dedicated to adventurous contemporary plays and musicals, bold new interpretations, and unique theatrical experiences, the work at Second Stage reflects diversity and inclusiveness. Through the discovery of emerging talent and the commissioning of new work, Second Stage nurtures future generations of theater artists and welcomes a theatergoing audience of all backgrounds.

Job Description

The Manager of Special Events is an experienced event producer who will serve as a core member of the Development department. Reporting to the Director of Special Event, the ideal candidate will be a creative self-starter and problem solver who can plan and execute a variety of events as part of the special events team for Second Stage.

Duties & Responsibilities

Special Events

- Working with the Director of Special Events, conceptualize and execute (virtual and in-person) fundraising and cultivation events
 - Winter Fundraiser/Fall Benefit, Spring Gala, Annual All-Star Bowling Classic, Broadway and off-Broadway opening night celebrations, cocktail parties with artists, Rehearsal room dinners, Script/book clubs and listening parties
- Represent the Development Department at fundraising and cultivation events
- Manage event logistics
 - Track annual event calendar
 - Maintain and manage event budgets
 - Venue/vendor selection and negotiation
 - Preparation of printed materials, including copy and coordination of design for invitations and other event collateral
 - Manage invitation mailings and RSVP process
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Fundraising

- Work with event chairs, leadership committees, and Trustees to broaden participation and increase event revenue through sponsorships, ticket sales, and other opportunities
- Track event revenue and expenses, including quarterly financial updates
- Process gifts, as necessary
- Oversee event donor acknowledgements

Skills & Qualifications

- Bachelor's Degree or equivalent work experience
- 4+ years of experience with increasing responsibility in fundraising and event planning, preferably in a theater or other cultural organization
- Excellent written and oral communication skills
- A positive attitude, concern for other people and community, presence, self-confidence, and the ability to listen
- Excellent computer and fundraising database skills; knowledge of Tessitura strongly preferred

Additional Information

Compensation: Base Salary in the range of \$55,000 per year; commensurate with experience

Benefits: Second Stage offers a full benefits package including vacation, medical and dental insurance, retirement plan, life insurance and long-term disability coverage upon eligibility.

Second Stage values diversity, equity and inclusion in the workplace and is an equal opportunity employer.

Second Stage is dedicated to building an equitable environment that is mixed across lines of difference and strongly encourages applications from Black, Indigenous, People of Color, women, transgender and non-binary candidates. This position will remain open until filled and until a diverse and qualified pool of candidates is identified. Applicants from populations underrepresented in the theater field are strongly encouraged to apply.

To apply please send resume and cover letter to jobs@2st.com with **Manager of Special Events** in the subject line.