

2NDSTAGE

SPECIAL EVENTS MANAGER

Second Stage Theater seeks a Special Events Manager, who provides general and specialized support to the Special Events team within the larger Development Department at one of New York's premier not-for-profit theater companies. Development is responsible for raising funds to support the organization's award-winning artistic programming.

ABOUT THE POSITION

The Special Events Manager is a key member of the Development team and reports to the Associate Director of Special Events. They will assist in the planning and execution of all fundraising events, including the annual Spring Gala and All-Star Bowling Classic, as well as all Opening Nights, donor cultivation events, and private Board events.

RESPONSIBILITIES

The Special Events Manager's responsibilities include, but are not limited to, the following:

- Manage solicitation schedule for each fundraising event
- Draft solicitation letters and emails
- Oversee the creation and maintenance of mailing lists for all events
- Coordinate event logistics for cultivation events throughout the season
- Manage ticketing for Opening Night and cultivation event performances

QUALIFICATIONS

- Bachelor's degree
- 3+ years of experience in special events, preferably in fundraising for arts non-profit
- Excellent verbal and written communication skills, strong attention to detail, and the ability to exercise excellent judgment and decorum in all interactions
- Accurately handle diverse projects and a large volume of detailed work simultaneously while using good judgment in prioritizing tasks
- Must be able to remain calm and focused in a high-paced environment
- Excellent time management skills along with ability to work independently and collaboratively
- Computer experience including Microsoft Office suite and knowledge of non-profit database software including Tessitura a major plus
- Some evening and weekend hours required

ABOUT SECOND STAGE

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. Second Stage welcomes a theatergoing audience of all backgrounds.

Second Stage Theater is an equal opportunity employer and encourages all to apply. Generous benefits package including health/dental insurance, paid time off, Summer Fridays, and 401(k) plan included. Send cover letter, resume, and salary requirements to jobs@2st.com with "Special Events Manager" in the subject line of the email. No phone calls please.