

SEATTLE OPERA.

EVENTS COORDINATOR

This full-time nonexempt position reports to the Stewardship Program Manager.

Seattle Opera is committed to racial equity and to dismantling historic barriers of oppression. People of Color are encouraged to apply and audition for all Seattle Opera job opportunities. Learn more about our Commitment to Equity and our three-year Racial Equity and Social Impact Plan at www.seattleopera.org/equity.

BASIC FUNCTION

This position is responsible for coordinating events to support donor and subscriber retention as well as increase their commitment to the company. This position will work on a two-person team on various aspects of our relationships with subscribers and donors including, communications, stewardship at performance venues, BRAVO! club management, and special event planning and execution.

PRIMARY DUTIES

- Works in conjunction with Stewardship Program Manager to coordinate all subscriber/donor benefit retention programs and events. Includes work such as coordinating hall stewardship, seat visits, pre-show and intermission receptions, events throughout the year for affiliate programs such as BRAVO! and benefit events for subscribers and donors.
- Coordinates print and email correspondence with subscribers, donors, and affiliate members including event invitations and reminders.
- Works closely with Development and Marketing teams on developing new programs to increase commitment, engagement, or retention rates to company
- Works with wide variety of Seattle Opera staff, volunteers, and BRAVO! council as well as external vendors in a professional and collaborative way.
- Helps Stewardship Programs Manager track retention rates for subscribers and donors that participate in certain programs or have specific interactions (like a Hall Ambassador visit or event attendance) and makes recommendations to marketing and development on future programs.
- Provides reports and analytics on event participation and stewardship programs.

- Participates in subscriber/donor communication production/email planning teams.
- Communicates any discrepancy, confusion, or disagreements regarding policy or procedure to the development, marketing, or audience services department management staff for clarification and resolution.
- Other duties as assigned.

MINIMUM REQUIREMENTS

- Experience in working in high paced events environment.
- Must be detail oriented, resourceful, a creative thinker with collaborative approach to working with others. Experience with event planning is required.
- Experience working and problem solving quickly in high pressure event environments.
- Must have a calm professional demeanor—able to work effectively with a diverse group of people. Must have superb interpersonal and communication skills.
- Comfortable with Microsoft Office suite. CRM software and email marketing software experience helpful
- Able to write and edit copy suitable for large scale distribution.
- Bachelor Degree preferred. Equivalent and relevant experience may be substituted.

WORKING CONDITIONS

This position has a flexible schedule that adjusts depending on the performance and special event schedule; nights and weekends will be required. Works donor, subscriber, and affiliate events regularly. On performance dates, on-site presence is required until after performance ends. Must be flexible during performance runs. Employee will make own, suitable transportation arrangements.

Access to a car is helpful but not required. Must be able to lift 25 pounds regularly. Must be able to spend multiple hours standing and/or walking.

COMPENSATION

Hourly rate will be between \$21-23 per hour DOE. Seattle Opera offers a benefit plan including medical, dental, life insurance, long term disability, short term disability, EAP, transit/parking benefits.

CONTACT

Qualified candidates are invited to submit a cover letter and resume by email to jobs@seattleopera.org with “Events Coordinator” in the subject line. No phone calls, please.