



**Our Mission:**

**We create, perform, teach, and promote dance as an essential and inspiring element of our community.**

**Our Vision:**

Nashville Ballet is an accessible and inclusive organization that creates community through excellent and innovative dance and dance education; is recognized locally, nationally, and internationally for artistry, community engagement, and financial sustainability; and is a rewarding and satisfying place to work.

**Our Enduring Values**

We believe in the transformative power of art.

We inspire appreciation for the art of ballet.

We strive for excellence with integrity in all we do.

We respect one another and the art form.

The understanding of and the ability to not only support but celebrate our culture is essential to each and every person at Nashville Ballet.

**Nashville Ballet Diversity Statement:**

Nashville Ballet is invested in creating a diverse, equitable, and inclusive community. We believe we can best achieve our mission by creating a climate of respect that is supportive of all voices, celebrating diverse stories, increasing arts access, and sparking communal discussion about our community and our world through our art form and our artistic programming. When considering the diversity of the Nashville Ballet community, we look at all aspects, including: race, gender, age, socioeconomic status, special needs, geographic (rural/urban), and sexual orientation. However, Nashville Ballet recognizes the racial inequalities that have plagued the dance world for far too long and is deeply committed to educating our constituencies on systemic racism, engaging in antiracist work in every branch of our organization, and doing our part to abolish racial inequalities in ballet.

*Nashville Ballet provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

## Job Description for Events Manager

**Reports To:** Director of Development

**Works With:** Annual Fund Manager, Institutional Giving Manager, Development Coordinator, Tessitura Specialist

**Area of Responsibility:** Development

**Wage Classification:** Exempt

### Position Summary:

The Events Manager is a take charge professional with the ability to manage administration, logistics and relationships associated with events in support of the entire organization in a busy environment of events and stakeholder activities. They must be able to anticipate project needs, discern work priorities, meet deadlines with minimal supervision, and be willing to work occasional evenings and weekends. The Events Manager is someone who thrives in a fast-paced environment and can successfully manage the planning of multiple events on overlapping timeframes.

The Events Manager should have a love for event planning, management, and execution, proficiency in project management to see projects through from conception to execution, provide outstanding customer service, be an enthusiastic and mission-driven professional, and be able to build relationships with internal and external constituents.

As the primary liaison between volunteer leaders and the organization, this position demands exceptional knowledge of managing and supporting donors, sound judgment, and the ability to problem-solve and mitigate/respond to logistical, and socio-political concerns related to volunteers. This position has responsibility for project budgets and holds relationships with event-related product and service donors/vendors to ensure event costs are as low as possible.

### Events include but are not limited to:

- Ballet Ball (largest annual fundraising event with \$420,000+ net budget goal)
- Nashville's Nutcracker Tea
- All donor events/programs (including but not limited to donor salons, rehearsal viewings and receptions, Artistic Directors' Circle events, Benefactors' Society events, Ambassadors' Society events, Relevé Society events, corporate donor cultivation events, donor appreciation events)
- National Dance Day
- Board Meetings
- Promotional/marketing events, announcement events
- School events (Open House, Family Day, performances)

### Event Planning and Production:

- Serve as the single point of contact for the planning of all Nashville Ballet events, both on and off site, working with both the Development team and across internal departments to determine and deliver the objectives for the event from conception to event evaluation
- Manage and execute all communication strategies regarding events such as postal and email invitations, in-kind donation requests, fundraising and underwriting requests, RSVP management, sales communication, etc.
- Assist with negotiations for space contracts and book event space, arrange food and beverage, order supplies and audiovisual equipment, make travel arrangements, order event signs, and

- ensure appropriate décor (florals, linens, color schemes, etc.) to meet quality expectations
- Actively gather information on each project to achieve quality event experiences
- Effectively communicate with volunteers, staff, and vendors, delegating appropriate planning and execution responsibilities
- Serve as the Nashville Ballet brand ambassador for all events, maintaining a streamlined and professional customer experience across all events.
- Create and revise room layouts for each event
- Propose new ideas to improve the event planning and implementation process
- Be the lead relationship manager with all fundraising volunteer co-chairs, event designers, and other collaborations (where applicable)
- Serve as liaison with vendors on event-related matters
- Assist with managing on-site production and clean up for events as necessary
- Prepare nametags, materials, notebooks, packages, gift bags, registration lists, seating cards, etc.
- Close out all events as required

#### **Event Administration:**

- Drive the event planning and execution process by creating and utilizing timelines, planning templates, budgets, donor lists and projections, and meeting agendas
- Preparing budgets and provide periodic progress reports to volunteers and directors
- Support Director of Development with implementing fundraising strategy for special events
- Track event finances including check requests, invoicing, and reporting
- Manage scheduling of events on the company calendar
- Prepare and modify event contracts as requested
- Ensure event data is being imputed and tracked appropriately within Nashville Ballet's database (Tessitura), including invitation lists, reservations, attendees, donations, etc.
- Collaborate with staff from all applicable departments, to create and implement event timeline, guest list, and speaking points
- Represent Nashville Ballet at performances, School events, community events, and local business organizations as needed
- All other duties deemed necessary by management

#### **Volunteer Management:**

- Serve as the primary point of contact for event (Nutcracker Tea, Ballet Ball, and other events) Co-Chairs to manage logistic/fundraising progress, support administrative needs, and otherwise keep their event planning efforts on track for a timely and successful event
- In collaboration with event Co-Chairs, organize and manage event Committee members (as needed, varies from event to event)
- In collaboration with event set up committee members (as appropriate), organize and manage all day-of volunteers for event set-up

#### **Work Requirements and Qualifications:**

- 1. Education:** Bachelor's degree or equivalent experience
- 2. Knowledge, Skills, and Abilities:**
  - Excellent interpersonal skills and the ability to work effectively with donors, volunteers, staff, and vendors

- Exceptional attention to detail and ability to manage multiple projects simultaneously
- Excellent writing and editing skills
- Effective project management skills, including setting and meeting deadlines
- Ability to make decisions and creatively solve problems
- Experience and aptitude with Microsoft Word, Excel, Power Point and database management, preferably Tessitura
- Demonstrated commitment to the mission of the organization

**3. Experience:**

- 1-3 years of special event planning experience preferred
- 1+ year of experience working in an arts or other nonprofit organization preferred
- Experience in fundraising/donor facing roles is a plus!

**4. Requirements:** Ability to work some evenings and weekends for events and performances

**Physical Demands:**

The physical demands described here are a non-exhaustive list of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to handle, feel, talk, and hear. The employee is frequently required to stand, walk, and reach with hands and arms above the shoulders. The employee is frequently required to sit and occasionally stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**Work Environment:**

The work environment characteristics described here are representative to those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the noise level in the work environment is usually low to moderate.

**Disclaimer Statement:**

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this document is intended to be an accurate description of the current job, circumstances may require that other, or different tasks be performed (e.g., emergencies, changes in personnel, workload, rush jobs, or technological developments).

**To Apply:**

To be considered for this position, please email the items below in one PDF file with your name as the filename to [careers@nashvilleballet.com](mailto:careers@nashvilleballet.com). Include **“Events Manager”** as the email’s subject line. **No phone calls, please.**

- A substantive cover letter
- A resume no longer than 2 pages
- Event prep timeline and run of show for a cocktail party