

Monday, May 15, 2023

Special Events Coordinator

Company: Jacob's Pillow Dance Festival
Location: Becket, MA
Compensation: \$750 per week

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TITLE: Special Events Coordinator - Full Time Seasonal

STATUS: Seasonal approx. May through September 4, 2023:

5 day work week through June 3

6 day work week June 6 through September 4

REPORTS TO: Chief Philanthropy Officer

DEPARTMENT: Philanthropy

COMPENSATION: \$750 per week

Jacob's Pillow seeks a creative Special Events Coordinator to plan and execute a wide variety of events to cultivate and steward relationships with members, donors and other constituencies with the highest level of care. The Special Events Coordinator plays a vital role in delivering the Pillow's summer Festival, and works closely across the organization including Marketing, Production, Community Engagement, The School, Box Office, Finance, and vendors in order to coordinate and deliver a successful schedule of more than a dozen events throughout the summer.

The Special Events Coordinator should be self-motivated, committed to the Pillow's IDEA values of diversity and inclusion, able to work both independently and as part of a team, thrive in a fast-paced and intense environment, and find joy in being part of an internationally renowned dance festival.

RESPONSIBILITIES

With the support of the Philanthropy team and colleagues across the organization, develop and implement Jacob's Pillow's special summer events, including but not limited to a Festival Preview Member Day, School Sponsor Luncheon, a campaign event, the annual Pillow Pride event, Alumni day, All Styles Dance Battle, and a Director's reception as well as other informal events and assisting with Board events as required.

Support the Gala Manager to deliver the 91st Anniversary Gala on Saturday, June 24.

Prepare and update event budgets, logistics plans, and timetables and track all event revenue and costs against a set budget.

Develop event invitations, manage guest lists and correspondence with invitees with events, as required.

Work closely with the Philanthropy Systems Coordinator and the Philanthropy Fellow to ensure correct database entry for event attendance as appropriate.

Work closely with the Marketing department to develop and distribute all event materials, including invitations, email blasts, reminders, and programs, and develop other materials needed for each event, such as name tags, place cards, and signage.

Develop briefs and coordinate all-hands updates required for any organization-wide events, for example Alumni Day.

Assign and guide event staffing assignments, both internally with the Philanthropy team and across departments.

Create and manage the run-of-show and other production elements including decor along with input from the Production team led by the Director of Technical Production.

Contract with caterers and other vendors and manage communications and payments via the Finance office.

Purchase food and arrange light catering for informal gatherings or hosted meetings, as necessary.

Assist in other special projects, as appropriate and assigned.

REQUIRED QUALIFICATIONS

Minimum two to three years in hospitality/event coordination; non-profit experience preferred
Exceptional organizational skills

Ability to manage multiple events simultaneously while working quickly and precisely
Highly effective oral and written communication skills
Strong attention to detail and commitment to quality
Creative thinking, solutions-oriented approach, and a sense of humor
Ability to manage confidential information with impeccable discretion
Ability to work independently and as part of a team
Proficiency with Google applications such as Gmail, Google Docs, and Google Sheets
Proficiency with Microsoft Office
Experience with Tessitura CRM is strongly preferred
Successful completion of a Background Screening
Up to date Covid-19 vaccination records

Compensation: Weekly salary of \$750, less tax withholdings, payable on a biweekly disbursement schedule; three meals per day in the Stone Dining Room during posted hours of operation beginning late-spring through the Festival; complimentary housing, if necessary.

TO APPLY

Please visit [jacobspillow.org/employment](https://www.jacobspillow.org/employment) to complete your application online.

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