



PITTSBURGH SYMPHONY ORCHESTRA

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PITTSBURGH SYMPHONY JOB DESCRIPTION

STATUS:	NON-EXEMPT___	EXEMPT <u>X</u>
	PART-TIME ___	FULL-TIME <u>X</u>

JOB TITLE: Director of Events
DEPARTMENT: Development
REPORT TO: Senior Vice President & Chief Development Officer

JOB PURPOSE

- The Director of Events is a key part of the Development team responsible for leading, designing and implementing all fundraising events including the Annual Gala and Soiree, Parties of Note, the Maestro's Wine Dinner, and other events as opportunities arise. This position works closely with other members of the department to plan benefit events to steward and cultivate donors to the PSO.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for raising approximately \$1.5 million each season in revenue from fundraising events
- Establishes annual revenue goals and manages expense budgets.
- Manages all event schedules
- Researches, identifies, and recommends new event revenue opportunities.
- Maintains up-to-date paper and electronic files on all Events.
- Documents internal and external communications concerning Events.
- Works closely to develop, motivate, sustain and expand relationships with volunteers to engage them in a leadership role around our events.
- Prepares all correspondence and reports regarding Events for staff and volunteers.
- Manages related involvement of internal and external constituencies.
- Supervises and direct the activities of the Manager of Events as they relate to the Events program. Supervise interns assigned to the Events Program.
- Participates in Development cultivation/acknowledgement events as required.
- This document is a summary of the typical functions of the job not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties.

COMMITTEES

- Manages and leads all leadership volunteer committees associated with Events

QUALIFICATIONS

- Demonstrated experience leading and planning events in a non-profit setting; experience planning fundraising events required
- Bachelor's degree required and a minimum of 3-5 years of event planning experience
- Excellent written and verbal communication skills a requirement
- Experience motivating and working closely with volunteers
- Highly self-motivated and able to prioritize multiple projects with a high-level of energy

To apply, please send a cover letter and resume to: lmason@pittsburghsymphony.org