



TEXAS BALLET THEATER

Hiring Company Name: Texas Ballet Theater

Hiring Company Industry: Performing Arts

Position Title: Event Manager

Reports to: Development Manager

Location: DFW Metroplex

The mission of Texas Ballet Theater (TBT) is to create, present and tour world-class ballet, from classical to cutting-edge, and promote its appreciation, accessibility, and technical mastery among students, pre-professionals, and audiences of all ages. We are honored to be the only arts organization to serve as resident company for both leading performance venues in Dallas and Fort Worth – the Winspear Opera House and Bass Performance Hall.

Our internationally recognized company is built on a rich history and boasts a repertoire that is creative, artistically expressive and collaborative.

Summary

The Event Manager is responsible for the planning and execution of TBT fundraising, stewardship and cultivation events of all sizes including but not limited to the Tutu Chic Fashion Show and Luncheon, Dallas Sugar Plum Fairy Tea, Caren Koslow Fashion Show and Luncheon, Fort Worth Sugar Plum Fairy Tea, Nutty Nutcracker Afterparty, Nutcracker Brunch, Gala, Instudio rehearsals, and Pre-Show Dinners, among others. The position supports and advances the mission and vision of TBT and supports and promotes the goals of the Development Office.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Manage all TBT events in a financially prudent manner achieving \$939,160 in gross benefit revenue toward the Development team goal.
- Assist the Development Department in fundraising campaigns as necessary.
- Work closely with the event chairs and host committees on the strategic plan and overall theme/direction of the assigned events.
- Solicit for silent auctions, live auctions and event sponsorships for yearly fundraisers.
- Fully execute and manage all event logistics including creative concepts, invitations, food and beverage, venue, décor, entertainment, rentals, ticket and sponsorship sales, promotion and publication of the events.
- Monitor budgets, track revenues and expenses of events.
- Maintain and grow beneficial relationships with patrons, donors and board members to form event committees and provide a positive volunteer experience for each committee member.
- Complete special event tasks in a timely manner and provide regular project updates to the team and measure event outcomes vs. objectives providing evaluation reports and recommendations.
- Work in close collaboration with other TBT team members to achieve overall event goals and leverage public relations and media opportunities around the event.
- Manage vendor relationships and communication, mailing lists, RSVP's and follow up from special event committee meetings.
- Work closely with Development team to build deeper donor engagement between fundraising events, volunteering and annual giving.



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- Work with Development team to generate and plan large and small cultivation gatherings, new events, meetings and receptions toward annual fundraising goals.
- Cultivate volunteers and support co-chairs in effectively planning and executing the event.
- Solicitation and Stewardship of all event sponsors and attendees.
- Work with Development team to appropriately set event revenue goals and budgets for each fiscal year.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education

Bachelor's degree from an accredited university required.

Experience

5-7 years direct experience preferred, including fundraising events and high dollar galas. Prior work experience with a not-for-profit or volunteer environment is valuable. Experience in Microsoft/Office Suite including Outlook, Word, Excel and PowerPoint is required. Experience with Tessitura database a plus.

Required Skills

- Experience in event execution, production and promotion required.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills are essential.
- Resilient, diligent, and able to remain friendly and calm under pressure.
- Ability to work independently and in a team environment.
- This position deals directly with donors, vendors and sponsors and requires independent, mature judgements based on experience.
- Exceptional multi-tasking skills to manage various activities and set priorities in a fast-paced environment.
- Proactive style, able to move forward and implement decisions even when obstacles are encountered.
- Effective and professional interaction with internal and external entities, including donors, volunteers, vendors and all levels of staff.
- Proven ability to develop relationships with high-profile personalities, vendors, partners and diverse audiences to enhance awareness of the organization and its mission.
- Ability to represent the organization in a professional manner.
- Dedication to achieving assertive goals and meeting deadlines.
- Ability to work some nights and weekends as needed for event support. May be on your feet for extended periods of time.
- This is a full-time salaried position based in Fort Worth, TX, in Tarrant County. There will be some travel within the DFW metro area. This job will not only occur during normal office hours. Some weekend and evening meetings and events will be required and working hours can be flexible.



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Appearance and Grooming

All staff members are required to follow the guidelines set forth by Texas Ballet Theater management. Professional style, image and demeanor are required for this position.

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will basis.

Physical Demands / Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand as needed. May require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Proper lifting techniques required. May include lifting up to 25 pounds on occasion. Primary environment: ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.

How to Apply

To apply, send cover letter outlining aptitude and interest, resume and names/contact information for three professional references via email to claire@texasballet.org. No phone calls please.

Texas Ballet Theater is an equal opportunity employer.

Additional Information: texasballettheater.org