

Temporary Gala Assistant

The Special Events team within Development is looking for a temporary Gala Assistant. This role is full-time, approximately 40 hours per week, from May to October at \$22/hour. The Gala Assistant will work closely with the Director of Special Events, on all details regarding the Gala this year, which we are aiming to execute in September. This position is required to be on-site for the event.

Specific responsibilities include, but are not limited to:

- Manage all donation tracking, ticket sales, and solicitation activity in Tessitura for the Gala.
- Handle outgoing and incoming emails and calls for ticket sales and event confirmations.
- Communicate event information to internal and external stakeholders.
- Maintain all event sales and attendance reports.
- Process gift forms and collect pledges for donations into database.
- Help coordinate donor program acknowledgement.
- Assist in new digital initiatives around the event including the online auction.
- Work with Advancement Services to send invoices and execute pledge payment follow up, create and send tax acknowledgement letters, and reconcile revenue.
- Support Events team on all Gala administrative needs.
- Assist in ticketing and coordination for other Special Events when needed.
- Additional duties to be assigned as needed.

Qualifications:

- Strong written and verbal communication skills
- Strong attention to detail and organization
- Excellent customer service skills
- Ability to multitask and manage multiple projects at once
- Tessitura or database experience strongly preferred, but not required
- Must be able to work evenings
- Experience with Word, Excel, Outlook, and Google Drive

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

This is a Non-Exempt position according to the Fair Labor Standards Act.

To apply, please send resume and cover letter to: jobs@publictheater.org. No calls please.