­

**Manager, Special Events**

The Public Theater is seeking a Manager, Special Events who will report to the Director, Special Events. This position will project manage and lead many in person and virtual events in a fast-paced development office.

**Responsibilities:**

* Coordinate with various Public Theater departments such as Front of House, Operations, Production, Producing, and Marketing to manage event logistic needs (deliveries, storage/inventory, audio/visual, DJ, security, lighting, catering and any other vendors as needed) for events throughout the year, including downtown and Shakespeare in the Park Openings, Partner Events, and the Annual Gala
* Work with the Special Events team to track event information in Tessitura: building invitation lists, booking contributions, ticket orders, event RSVPs, and more
* Manage ticketing and seating for dinners and performances
* Serve as a point of contact for donors of all levels by providing event information and confirmations to them through phone and email.
* Work with the Development department to brainstorm and create the events planned for the year.
* Coordinate with stakeholders to build and pull invitation lists from Tessitura database
* Work with Graphics Liaison to create copy for invitations and collateral for Opening Nights, dinners, receptions, benefits and ad hoc cultivation events
* Work with Events team on all event preparation including, but not limited to, creating place cards and seating labels, sending communication to attendees, and uploading guest lists in digital check-in system
* Provide onsite support at events including: greet and seat guests at check-in, step + repeat set up, and event breakdown, troubleshooting, etc
* Assist the Director, Special Events in tracking event expenses and budgets; create and process vendor invoices; reconcile monthly expenses in concur
* Oversee the execution of the acknowledgement process and pledge payment follow up for Annual Gala and all other fundraising events
* Update events calendar and distribute event information to Development department and stakeholders
* Oversee invitation mailings and other administrative duties as needed.

**Requirements:**

The ideal candidate will have 3+ years of experience in event logistics coordination and fundraising, the ability to handle multiple projects at once, and be able to work independently with little or no supervision. Must be exceedingly well organized, flexible, and have a positive attitude. The ability to interact with staff at all levels, remaining proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role.

Excellent written and verbal communication skills, strong decision-making ability and attention to detail are equally important. Ability to work some nights and weekends as required for events, as well as some heavy lifting. Knowledge of Tessitura, Word., Excel, and Outlook, as well as the NYC theater and events industry a plus.

**Benefits & Perks:**

The Public Theater offers a robust slate of benefits, which currently include:

* A range of excellent health, dental, and vision insurance options
* Employee Assistance Program and Work-Life Services
* Flexible paid time off
* One paid “day of service” each year
* 10 weeks of paid family leave
* Commuter benefits for parking and transit
* Flexible spending accounts for healthcare
* Pension
* 403(b) Retirement Savings Plan
* Life and disability coverage
* Discounted gym memberships
* Free and discounted theater tickets

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 applicants 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 an Exempt position, according to the Fair Labor Standards Act. Position is available immediately. **This is a temporarily remote position, with the expectation to return to full time in-person in NYC this summer.**

Position is available immediately. Please send cover letter and resume to: **jobs@publictheater.org****. Use subject line “Special Events” in your email.**