

Arkansas Symphony Orchestra
2417 N Tyler St. Little Rock, AR 72207

Position Opening: Special Events Project Manager

Reports to: Chief Development Officer

Part of the Development team, working closely with the Marketing team and the CEO

Job Description:

Full-time position, Monday – Friday, with some nights and weekends required

Job Summary: The Special Events Project Manager is a key leadership position for the Arkansas Symphony Orchestra (ASO). As such, this position is expected to be an important face for the organization. This position is responsible for the planning and implementation of all ASO special events, including ASO's annual gala, Opus Ball, and ensuring these projects meet their financial and community goals. Other projects this position is responsible for include but are not limited to stewardship and donor events during the year, corporate sponsorship events, as well as events centered around ASO concert productions that include musicians and guest artists. The ideal candidate for this position will be someone that can drive a project from beginning to completion, balance the strategic long-term goals while keeping project tasks on schedule, is comfortable managing projects both solo and in small groups, and someone that can see these projects as an opportunity to deepen donors' relationships with the ASO and its mission.

Job Duties and Responsibilities:

- Achieve revenue and net contribution goals of Opus Ball
- Deliver benefits promised to individual and corporate donors including logo recognition
- Seek corporate sponsors for ASO
- Facilitate donor cultivation and appreciation initiatives
- Work with volunteer chairs to solidify a concept for each year's event
- Solicit bids and enter into contracts with vendors for production, catering, venue, etc.
- Coordinate and attend meetings with event chairs, committee chairs, volunteers, staff members, vendors, sponsors and patrons
- Work with staff and committee members to develop and adhere to budgets and timelines
- Maintain positive working relationship with volunteer chairs, committee members, vendors and ASO staff to ensure a successful fundraising event
- Serve as event venue liaison
- Manage all aspects of Opus Ball, including ticket and table reservations, sponsorship solicitation, volunteer coordination, and production management
- Oversee all details of Opus Ball on-site prior to and during the event
- Complete all post-event follow up with sponsors, vendors, donors, etc.
- Manage and attend all special events
- Develop budgets and timelines for events

- Work closely with Chief Development Officer to optimize relations with key donors and achieve all development revenue goals
- Maintain positive working relationship with volunteers, vendors, and ASO staff
- Other duties as assigned

Job Qualifications:

- Must be detail oriented and have strong strategic and analytical skills
- Must have strong communication skills
- Be able to think creatively
- Must be able to work well with board members, other staff and the public
- Goal driven, a problem solver, and a team player
- Ability to maintain a professional attitude in high-stress environments
- Strong written and verbal communication skills
- One to three years of project management experience, event management experience preferred
- Exceptional customer relations skills in dealing with donors, volunteers, ASO patrons and employees
- Bachelor's degree required

About ASO: The Arkansas Symphony Orchestra (ASO) exists to connect, enrich, inspire and advance Arkansas through the power of music. ASO's organizational values are Courage, Connectivity, Artistry, and Continual Learning. ASO seeks to uphold these values with authenticity and accountability to serve Arkansas' diverse population and ensure that ASO is a welcoming space for all.

Based in Little Rock, Arkansas, ASO has an annual budget of approximately \$4.1 million. Current programming in Little Rock includes six pairs of Masterworks, four pairs of Pops, six River Rhapsodies chamber music concerts, youth concerts, and extensive education programming for young people including teaching and youth ensembles. In addition, the orchestra performs in communities across the state. The ASO employs ten full-time musicians, two teachers, fifty contracted part-time musicians and an administrative staff of twenty. ASO's future is dependent on growing the number of people served by ASO and the number of people investing and engaging with ASO.

In 2023, ASO named Geoffrey Robson its next Music Director. In August, ASO broke ground on the \$11.75 Million ASO Stella Boyle Smith Music Center which, when it opens fall of 2024, will be a radically welcoming hub of musical activity for all Arkansans.

Organization Culture: We are team-oriented, work hard, have fun, and are agile. Given the workload, each member of the ASO staff must be self-motivated, strive to push-the-bar on performance, and be flexible. We hire smart people that are eager to learn and grow while working for an organization that is making an impact in the community it serves.

Interested Candidates: Submit cover letter and resume to drenfro@ArkansasSymphony.org or via mail to PO Box 7328, Little Rock, AR 72217.