

OREGON SYMPHONY

JOB DESCRIPTION

Events Associate

EXEMPT STATUS:	SALARIED (EXEMPT)
REMOTE HYBRID ELIGIBLE:	YES
DEPARTMENT:	DEVELOPMENT
REPORTS TO:	DIRECTOR OF STEWARDSHIP & EVENTS
DIRECT REPORTS:	NONE
EFFECTIVE/LAST UPDATED:	AUGUST 25, 2025

POSITION SUMMARY:

The Events Associate plays a pivotal role in creating impactful, memorable experiences that drive the Oregon Symphony's fundraising and donor engagement goals. This position is responsible for producing a range of development events, including the annual Gala, while fostering relationships with donors and in-kind partners, and sponsors. The Events Associate collaborates closely with the Director of Stewardship & Events to meet contributed revenue goals through event ticket sales, sponsorships, and in-kind donations.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Event Strategy & Planning

- Collaborate with the Director of Stewardship & Events to develop creative event concepts aligned with fundraising and stewardship objectives.
- Manage all logistical aspects of events, including planning, budgeting, vendor and volunteer coordination, and on-site execution.

Event Execution & Logistics

- Oversee event setup, guest experience, program coordination, and post-event follow-up.
- Plan and develop event collateral, invitations, and announcements.
- Manage invitation lists, guest lists, and RSVP tracking in the Tessitura database and Social Tables.

Collaboration Across Teams

- Work with internal departments to secure appearances by Oregon Symphony conductors, musicians, guest artists, and board members at events.
- Maintain event details on internal calendars and Asana tracking systems, ensuring alignment and communication across the organization.

Relationship Management

- Build and maintain strong relationships with vendors, venues, and partners, including caterers, photographers, and wineries.
- Provide excellent customer for donors and ticket buyers through both inbound and outbound calls and email, as well as in person at concerts and events.
- Act as a staff liaison to the Gala Committee, supporting committee efforts to achieve attendance and fundraising goals.

Fundraising Support

- Drive ticket and table sales for events, to support the Department's revenue goals.
- Maintain and grow corporate sponsorships and in-kind donations.
- Manage credit card processing and tracking for event tickets.

- Manage and track budgets and accounts payable for Department events.

QUALIFICATIONS:

- Minimum of 2 years of event management experience; experience in fundraising or nonprofit events is a plus.
- Proficiency in MS Office and familiarity with Asana, Social Tables, and/or Tessitura database platforms is preferred.
- Excellent written and verbal communication skills in English.
- Strong organizational and multitasking abilities.
- Availability to work evenings and weekends as required.
- Access to reliable transportation for event-related travel and materials transport.
- Ability to lift and carry up objects up to 25lbs.

ADDITIONAL COMPETENCIES:

- **Professionalism:** Maintains a respectful, tactful approach in all interactions, manages stressful situations with poise, upholds ethical standards, and demonstrates reliability by following through on commitments and maintaining integrity.
- **Collaboration & Communication:** Actively contributes to a team-oriented environment by offering and accepting feedback, listening attentively, participating meaningfully in discussions, and balancing personal and group responsibilities for collective success.
- **Motivation and Initiative:** Displays a proactive mindset with minimal supervision, consistently pursuing growth opportunities, tackling challenges with determination, and showing a readiness to take calculated risks and accept new responsibilities.
- **Dependability:** Demonstrates reliability by being punctual, meeting commitments, and adhering to instructions, ensuring work is completed on schedule and communicating effectively when adjustments are needed.
- **Quality and Quantity of Work:** Strives for accuracy and thoroughness, proactively seeks feedback for continuous improvement, monitors productivity to meet and exceed standards, and maintains a balance between speed and precision in completing tasks.

WORK ENVIRONMENT

This position is currently following a hybrid work model with 2-3 days per week in the office.

This job description outlines the primary responsibilities of the position but is not an exhaustive list. The employee may be asked to perform additional duties as necessary to support organizational goals.