



EVENTS COORDINATOR

The Dallas Symphony has an exciting opportunity for an experienced Events Coordinator to assist with the planning and execution of donor benefit, fundraising, cultivation and stewardship events and event-related administrative duties.

Specifically, the Events Coordinator will be responsible for supporting the Director of Event Planning in the planning and execution of donor benefit, fundraising, cultivation and stewardship events, including the DSO's annual gala; managing the graphic design traffic process for event-related collateral; preparing invitation lists; managing detailed RSVP lists; developing event timelines; managing event check-in table and staff volunteers during event execution; uploading event photos post-event; and updating post-event attendance records into our donor database Tessitura.

Additionally, the Events Coordinator will update the Master Events calendar, Development Department calendar and Events Department DSO webpages; draft/submit Graphic Traffic Requests to Marketing Department for all benefit events and track ongoing fulfillment schedule; process Event Department invoices; coordinate event-related meetings; maintain event files (physical and digital); and organize event photos and photo website.

The Event Coordinator also will assist in planning and executing all Endowment/Planned Giving and Institutional/Corporate fundraising events.

The qualified candidate will have a Bachelor's degree and 2 or more years of related experience. Additionally, the successful candidate will be polished, professional and poised. Expertise in Microsoft Office suite is required—specifically expert-level Excel proficiency, along with an aptitude for learning various databases. Experience with the Tessitura database and SocialTables.com is a plus. Night and weekends availability is required.

The Dallas Symphony provides excellent benefits, free parking, and tickets when available. Please submit your resume with salary requirements to recruiter2@dalsym.com.

Please note: COVID vaccination will be mandated effective August 1 for all DSO employees.

The Dallas Symphony Orchestra is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. The Dallas Symphony Orchestra is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. EOE- Equal Opportunity Employer