

SEATTLE REP

JOB OPPORTUNITY

Seattle Rep is committed to producing the highest quality programming and we believe that our ability to contribute to excellence in the arts depends on building a community whose members come from diverse cultures, backgrounds, and life experiences.

We are part of a growing movement in theater to ensure inclusion of those who have been excluded historically; focusing particularly on racial and ethnic groups, LGBTQ people, people with disabilities and women, are at the decision making table, reflected in our programming and represented on our staff.

Position Title: Events Manager
Department: Administration
Supervisor: Managing Director
Classification: Full-time/Annual, Salary/Exempt
Rate of Pay: \$49,000 - \$55,000

Seattle Rep Mission

Seattle Rep collaborates with extraordinary artists to create productions and programs that reflect and elevate the diverse cultures, perspectives, and life experiences of our region.

Seattle Rep Vision

Theater at the heart of public life

Seattle Rep Values

Artistic Vitality, Sustainability, Generous and Inclusive Practices

Position Purpose

Seattle Rep is a rapidly growing organization with an increasing frequency of events; this is a new role that will be responsible for creating and implementing systems for managing all internal events.

A combination of stage manager, production manager, and event manager, this role will work cross-departmentally to plan, organize, and supervise the execution of outstanding internal and external events at Seattle Rep. Some hands-on effort is also part of this role.

This role will report to the Managing Director, but works collaboratively with individuals from every department and at every level of the organization. Arts Engagement, Development, Marketing, and Public Works will be the departments with which this role works most frequently.

ESSENTIAL FUNCTIONS

Plan Events

- Responsible for designing and planning routine events (receptions, meetings, etc.)
- Work with and support external events experts, as necessary, with major elevated events (Gala, Opening Night dinners, Opening Night parties, etc.)
- Strategize with various departments to maximize the impact of each event on the organization

Organize and Execute Events

- Work with internal staff to schedule events, reserve equipment, and other resources

- Reserve all on-site space via Outlook calendars, coordinating with Production, etc.
- Marshal resources from across the organization to make events happen, including consulting with Production to determine if their involvement is necessary per union rules
- Oversee and ensure food and beverage inventory and, as needed, coordinate with outside caterers
- Mastermind all event set-up, run-of-show, and clean-up plans
- As necessary, assist in set-up and tear-down of events (e.g., stacking chairs, taking out garbage, etc.)
- Build and maintain the “back-to-zero” plan in theatrical spaces at the conclusion of events

Supervise execution of events

- Hire, train, coach, and supervise all event staff
- Ensure events are properly staffed with on-site event coordinators, bartenders, etc. with necessary permitting

Develop event systems and processes

- Develop forms and other tools to help manage and coordinate multiple events from inception to clean-up
- Help manage cross-departmental organizational event calendar
- Regularly convene cross-departmental event meetings
- Maintain consistent communications across departments and with key stakeholders in order to keep everyone invested, informed, and on task
- Manage event budgets, including approving expenditures
- As necessary, develop, manage, and track usage of stock of event supplies, including event food and beverage inventory

Work cross-departmentally

- Internal event initiators include members of the Arts Engagement, Development, Marketing, and Public Works departments
- Key collaborators in event execution include external events experts, the Facilities Supervisor, Group Sales Manager, Production Manager, Audience Services Director, and others

Serve as an essential contributor to Seattle Rep’s culture and success

- Add constructively to the collaborative and collegial health of the organization
- Add actively and constructively to the EDI (equity, diversity, and inclusion) work of the organization, including attending all-staff training sessions
- Engage with and strive to embody Seattle Rep’s mission, vision, and values in all aspects of work

REQUIRED QUALIFICATIONS

- 1+ year of successful events management experience
- Food handler’s permit and mixology permit
- Knowledge of and experience with theatrical terms and schedules desired
- Strong diplomacy, interpersonal, and teamwork skills
- Computer (Microsoft Office and database) literacy and accuracy
- Ability to clearly communicate, both verbally and in written form
- Experience in successfully meeting deadlines under pressure with grace and humor
- Ability to work a flexible schedule, including regular evening and weekend hours
- A commitment to equity, diversity, and inclusion

To apply, please send cover letter, resume and three professional references to:

Email: humanresources@seattlerep.org

Write in the email subject line: **"Events Manager"**

You may also mail application materials to:

Seattle Rep
Attn: Human Resources
P.O. Box 900923
155 Mercer Street
Seattle, WA 98109

Position Posted: September 6, 2019
Application Deadline: Open Until Filled
Anticipated Start Date: As soon as practical