



Organization:	Louisville Orchestra
Job Title:	Events Manager
Reports to:	Director of Development
FLSA:	Part-time, Non-exempt (20-25 hours per week)

### **BACKGROUND TO THE LO**

The Louisville Orchestra has long had a strong reputation for innovation, creativity, and excellence. With an annual operating budget of \$13M, 61 full-time musicians, and a 34-week performance season, it is changing the idea of what a 21st-century orchestra can be and do. Under the leadership of Music Director Teddy Abrams, the Louisville Orchestra is well on its way toward achieving its goal of being “the most interesting orchestra on the planet.”

**Job Summary:** The Louisville Orchestra seeks an experienced, self-driven, and results-oriented Events Manager for their Development Department. Under the direction of the Director of Development, the successful Events Manager will support the Development Department in overseeing the planning and execution of donor-centric events and experiences produced by the Development Department. Candidates must manage multiple priorities and act with a high degree of professionalism, personal integrity, creativity, and cooperation with internal and external constituents.

### **Principal Duties and Responsibilities**

- Work closely with the Development Team to plan and coordinate assigned events
- Manage each event in-person and on-site from start to finish
- Anticipate, identify, and respond to event needs of internal and external stakeholders
- Coordinate staff volunteers as needed for events
- Manage email, calendar, expense reporting, bill payments, invoicing, and general administrative work as it relates to events
- Provide general administrative support to the Development Team

### **Required Qualifications, Skills, and Knowledge:**

- Passion for the mission of the Louisville Orchestra with a commitment to its core values.
- 2-3 years of experience in event planning is preferred.
- Strong interpersonal and relationship-building skills and a proven ability to create and foster excellent relationships within a team and with external partners
- Demonstrated excellence in written and verbal communication when engaging with internal colleagues, vendors, sponsors, contractors, and partners regarding events
- High degree of integrity, initiative, and resourcefulness
- Proficiency with office technology

### **Working Conditions**

- Pleasant, collegial office environment
- Time split between individual and collaborative work
- Some travel to off-site locations during nights and weekends are required.

**Compensation and Benefits**

The Louisville Orchestra offers competitive pay commensurate with experience and in line with similar positions of this scope with similar-sized orchestras in the country and Louisville cultural institutions.

**Education:**

Bachelor's Degree in arts or nonprofit administration, fine arts performance, business, or related field preferred.

**To Apply:**

Please send a cover letter including salary requirements along with your resume to:

Nathaniel Koch, Chief of Staff  
nkoch@louisvilleorchestra.org

*Please, no phone calls.*