

# J O B   D E S C R I P T I O N



**POSITION:** ASSISTANT DIRECTOR OF SPECIAL EVENTS  
**DEPARTMENT:** Development  
**REPORTS TO:** Director of Development  
**PAY RATE:** \$70,304 - \$72,851 Annually  
**STATUS:** Full-time, Exempt

## **ABOUT THE POSITION**

South Coast Repertory (SCR) is seeking an Assistant Director of Special Events to lead the strategy, planning, and execution of donor cultivation, stewardship and fundraising events that advance contributed revenue goals and strengthen engagement with the theatre. This role oversees a portfolio of events, including the annual gala, opening night celebrations, donor reception, trustee events, and special fundraising initiatives.

The Assistant Director of Special Events creates exceptional donor-centered experiences that deepen relationships, elevate SCR's visibility, and support fundraising success. Combining strategic planning with hands-on execution, this position manages all aspects of event production, budgeting, vendor partnerships, and guest experience in collaboration across the organization.

This position supports SCR's mission, strategic goals, and Equity, Diversity, Inclusion, and Belonging core values by creating meaningful opportunities for donors and community members to connect with and invest in SCR's work.

## **ABOUT THE ROLE**

### *Event Production & Execution*

- Lead the planning and execution of SCR's annual portfolio of Development events, including:
  - 7 Opening Night celebrations featuring pre-show dinners and post-show cast parties
  - 10-20 donor cultivation and stewardship events annually
  - SCR's annual gala and other fundraising events
  - Trustee, volunteer and special stakeholder events
- Serve as producer for SCR's annual gala, overseeing event strategy, concept development, design, fundraising communications and execution in partnership with SCR leadership and volunteer committees.
- Develop and maintain event production plans, timelines, run-of-show documents, floorplans and vendor schedules.
- Manage all event logistics, including catering, rentals, décor, entertainment and transportation and vendor coordination.
- Collaborate with Artistic, Production, Marketing, Box Office Facilities and other departments to align event goals with organizational priorities.
- Coordinate special events associated with the nationally recognized Pacific Playwrights Festival.
- Negotiate and manage vendor agreements, secure underwriting support and ensure compliance with organizational policies.
- Recruit, train and supervise event volunteers and temporary event staff.

- Manage event budgets and vendor contracts totaling approximately \$250,000 annually, monitoring expenses projections to achieve net revenue goals.
- Actively lead event shopping, installation, execution and strike, and conduct post-event evaluations and financial analysis.
- Support venue rentals, corporate buyouts, receptions, and other special projects as needed.

#### *Guest Experience & Event Management*

- Ensure a high-quality guest experience that reflects SCR's mission and brand.
- Oversee invitation processes, RSVP management, seating assignments and guest communications.
- Serve as the primary point of contact for event participation and communication among donors, trustees, volunteers, sponsors and internal stakeholders.
- Maintain exceptional attention to detail in all aspects of event presentation and hospitality.

#### *Fundraising & Donor Engagement*

- Partner with the Director of Development to execute fundraising events that support annual contributed revenue goals.
- Create and manage event fundraising opportunities, including auctions, raffles, sponsorship activations and donor recognition programs.
- Identify and secure in-kind underwriting that reduces event expenses and enhances guest experience.
- Support donor stewardship efforts throughout the season, actively building relationship through events and conducting donor seat visits.

### **ABOUT THE PERSON**

#### *Qualities and skills that best serve an Assistant Director of Special Events may be:*

- Bachelor's degree or equivalent professional experience.
- 3-5 years in event management, development or nonprofit fundraising.
- Demonstrated success producing fundraising events generating six- to seven-figure revenue.
- Experience managing events ranging from intimate donor gatherings to large scale events with 500+ attendees.
- Strong budgeting, financial management, and vendor negotiation skills.
- Excellent project management, organizational, and time-management abilities.
- Strong interpersonal skills and relationship-building skills, with experience engaging donors, sponsors, volunteers and high-net-worth individuals.
- Strategic, creative and solutions-oriented approach to event planning and fundraising.
- Self-motivated with the ability to manage multiple priorities independently while working collaboratively across teams.
- Ability to work evenings and weekends around performances and special events.
- Valid California Driver's License and reliable transportation.
- Experience in nonprofit arts, cultural, or performing arts organizations preferred.

- Proficiency in Microsoft Office; experience with Tessitura or other CRM systems preferred.
- Familiarity with Orange County philanthropic, cultural and special events landscape is a plus.
- Commitment to equity, diversity, inclusion and belonging, and to fostering an anti-racist work culture

### **ADDITIONAL INFORMATION**

This is a primarily on-site position, with the opportunity to work from home one day per week, and considerable evening and weekend hours for events. We encourage candidates from all backgrounds to apply, even if you don't meet every qualification.

### **SCR CULTURE AFFIRMATIONS**

The Assistant Director of Special Events serves as an essential contributor to South Coast Repertory's culture and success by embracing these affirmations:

- **I am a leader.** My actions drive the success of SCR by expanding our impact, building community support and delivering results for my team. I lead through example.
- **I am a collaborator.** I bring my best, contributing fully as we co-create our work and navigate the unknown together – because theatre is a collaborative artform reliant on each member of the team.
- **I am an advocate for an inclusive workplace.** I celebrate the contribution of diverse perspectives. I work to create an environment of safety, support and accountability so everyone can thrive.
- **I am a lifelong learner.** I commit to continuous growth – for myself and of others – by staying current in my field and supporting a culture of initiative and innovation.
- **I serve as a representative of SCR.** I embody SCR's mission, vision and values in all aspects of work.

### **WORKING CONDITIONS**

- During office hours: Sitting for 5-6 hours at a time
- During events: Standing and walking for 5-6 hours at a time
- Lifting and carrying up to 30lbs alone or assisted

### **COMPENSATION**

SCR offers a comprehensive compensation and benefits package including a retirement plan with an employer match, escalating paid vacation, sick, mental health time, and holidays, excellent health benefits including medical, dental, vision, life and long-term disability insurance and paid parking. Complimentary tickets for employees are available for most productions.

### **TO APPLY**

Please submit a resume and three references to [jobs@scr.org](mailto:jobs@scr.org). Incomplete applications will not be considered.

### **ABOUT THE COMPANY**

Tony Award-winning South Coast Repertory, founded in 1964, is led by Artistic Director David Ivers and Managing Director Suzanne Appel. While its productions represent a balance of classic and modern plays and musicals, SCR is renowned for its extensive new-play development program—The Lab@SCR—which includes one of the nation's largest commissioning programs for emerging, mid-career and established writers. Of SCR's more than 550 productions, one-quarter have been world premieres. SCR-developed works have garnered two Pulitzer Prizes and eight Pulitzer nominations,

several Obie Awards and scores of major new-play awards. Located in Costa Mesa, CA., SCR is home to the 507-seat Segerstrom Stage, the 336-seat Julianne Argyros Stage and the 94-seat Nicholas Studio. [www.scr.org](http://www.scr.org)

*SCR is a proud equal opportunity employer, embraces diversity, and is committed to creating an inclusive environment for all employees.*