

TBT TEXAS BALLET THEATER

Hiring Company Name: Texas Ballet Theater

Hiring Company Industry: Performing Arts

Position Title: Event Manager, Exempt, 40 hours weekly

Reports To: Director of Development

Location: Fort Worth and Dallas, Texas

Organization Overview

The mission of Texas Ballet Theater (TBT) is to create, present and tour world-class ballet, from classical to cutting-edge, and promote its appreciation, accessibility, and technical mastery among students, pre-professionals, and audiences of all ages. We are honored to be the only arts organization to serve as resident company for both leading performance venues in Dallas and Fort Worth – the Winspear Opera House and Bass Performance Hall. Our internationally recognized Company is built on a rich 60-year history and boasts a repertoire that is creative, artistically expressive, and collaborative.

Texas Ballet Theater is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Texas Ballet is committed to equality and social justice. We commit to a safe space for LGBTQIA communities.

What We Have to Offer You

- Benefit package which includes health insurance, time off benefits, and a 403B plan (including a match within allowable limits).
- A respected and successful company.
- Being a part of the arts while investing in the Fort Worth and Dallas Communities.
- A leadership team dedicated to the arts, our community and to achieving the organizational mission.

About Your Manager

- Position reports to the Director of Development
- People Oriented.
- Accurate, highly detailed.
- Looks for logical solutions to challenges.
- Focuses on building good relationships across the organization.
- Fast paced, patient, goes the extra mile to ensure understanding.

Department Description

Works closely with the Marketing and Communications Department, the Event Manager is responsible for the planning and execution of TBT fundraising, stewardship, and cultivation events of all sizes, including the Tutu Chic Fashion Show and Luncheon, Dallas Sugar Plum Fairy Tea, Caren Koslow Fashion Show and Luncheon, Fort Worth Sugar Plum Fairy Tea, Nutty Nutcracker Afterparty, Nutcracker Brunch, Gala, In studio rehearsals, Pre-Show Dinners, and more. The position supports and advances the mission and vision of TBT and promotes the goals of the Development Department.

Summary

The successful candidate will be initiative-taking, have meticulous project management skills, managing all aspects of events, including budgets, timelines, and vendors, while coordinating with sales, executives, and other cross-functional teams to ensure success. The ability to work within a team environment and the ability to be equally comfortable working independently is necessary. Strong written and verbal communication skills are an absolute must, as are interfacing and managing projects with internal and external stakeholders at various levels of the organization. The candidate will be required to provide outstanding customer service, be an enthusiastic professional, and be able to build relationships with internal and external partners at conference events. The Events Manager is a take charge professional with the ability to manage administration, logistics and relationships associated with events in support of the entire organization in a busy environment of events and stakeholder activities and multiple events simultaneously.

Essential Duties and Responsibilities include, but are not limited, to the following:

- Manage all TBT events in a financially prudent manner
- Expense tracking and working with Finance to process invoices for payments
- Resolve problems and guest inquiries before and during the event
- Assist the Development Department in fundraising campaigns as necessary
- Work closely with the event chairs and host committees on the strategic plan and overall theme/direction of the assigned events
- Solicit for silent auctions, live auctions, and event sponsorships for yearly fundraisers
- Fully execute and manage all event logistics, including brainstorming for creative concepts, invitations, food and beverage, venue, décor, entertainment, rentals, ticket and sponsorship sales, promotion and publication of the events, supervising caterers, volunteers, and other event personnel
- Monitor budgets, track revenues and expenses of events, set event revenue goals, KPI development, analysis and ROI reporting a must to evolve strategy YOY.
- Maintain and grow beneficial relationships with patrons, donors, and board members to form event committees and provide a positive experience for each person
- For each event, create a Project Plan/Brief to include event details, outline tasks, and deadlines
- Assist with negotiations for space contracts and book events, arrange food and beverage, order supplies and audiovisual equipment, make travel arrangements, manage event logistics and ensure appropriate communications are shared with the team in an appropriate and timely manner.
- Work in close collaboration with other TBT team members to achieve overall event goals and leverage public relations and media opportunities around the event
- Manage vendor relationships and communication, mailing lists, RSVPs and follow up from special event committee meetings
- Work with Development team to generate and plan large and small cultivation gatherings, new events, meetings, and receptions toward annual fundraising goals
- Cultivate volunteers and support co-chairs in effectively planning and executing the event
- Solicitation and Stewardship of all event sponsors and attendees
- Solicit and manage volunteers as necessary for TBT events
- Manage and oversee the Nutcracker Boutique, including merchandise purchase, planning, and inventory
- Use/learn to use Tessitura database for all event contacts and portfolio management

Required Skills

- Organized, detailed, creative problem solver, and a passion for all steps of the event planning process
- Project management experience
- Experience working with event vendors, sales teams, and promotional item vendors
- Excellent written and verbal communication skills are essential
- Resilient, diligent, and able to remain friendly and calm under pressure

- Ability to work independently and in a team environment
- Deal with donors, vendors and sponsors in a professional manner using independent, mature judgement
- Ability to move forward and implement decisions even when obstacles are encountered
- Proven ability to develop relationships with high-profile personalities, vendors, partners, and diverse audiences to enhance awareness of the organization and its mission
- Ability to work nights and weekends, and be on your feet for extended periods of time

Attributes Needed to Be Successful

Leadership: Ability to foster a collaborative and proactive work environment.

Problem-Solving: Strong analytical and critical-thinking skills to assess complex issues and devise effective solutions. Proactive style, able to move forward and even when obstacles are encountered.

Communication: Excellent verbal and written communication and interpersonal skills to interact with internal teams and external teams. Demonstrated capability and maturity to protect confidential information and build trust and rapport with vendors, internal and external teams.

Organizational Skills: Exceptional organizational abilities to manage multiple tasks, projects, and priorities simultaneously while keeping commitments.

Attention to Detail: Meticulous approach to maintaining accurate records, managing budgets, ensuring Texas Ballet Theater standards are met.

Adaptability: Flexibility to adapt to changing circumstances, priorities, and emergent situations in a dynamic environment.

Represent TBT with integrity, credibility, and curiosity.

Qualifications

Bachelor's degree from an accredited university is preferred or an equivalent years of experience. Minimum of 3 years of professional event planning experience or logistics coordination experience required. 4-5 years demonstrated experience preferred, including fundraising events and high dollar galas. Prior work experience with a not-for-profit or volunteer environment is valuable. Experience in Microsoft/Office Suite including Outlook, Word, Excel, and PowerPoint is required. Experience with Tessitura database and Canva a plus. Event Planning Specialist Certification (CEPS) is a plus.

Please submit your resume and a substantive cover letter to humanresources@texasballet.org.