Special Events Manager (#54893)
Job Description

Department: Cal Performances
Classification: Events Specialist 3
Title Code: 6292U Exempt
Percent Time: 100 %
Supervisor's Title: Director, Individual Giving and Special Events
Personnel Program: Personnel Policy for Staff Members (PPSM)

Departmental Overview

Cal Performances is the performing arts presenting, commissioning and producing organization based at the University of California, Berkeley. The mission of Cal Performances is to produce and present performances of the highest artistic quality, enhanced by programs that explore compelling intersections of education and the performing arts. Cal Performances fulfills this mission by presenting, producing, and commissioning outstanding artists, both renowned and emerging, to serve the University and the broader public through performances and education and community programs. To learn more about Cal Performances, please visit https://calperformances.org/.

Job Summary

As an integral member of Cal Performances’ development team, the Special Events Manager oversees a comprehensive annual program of 30–40 events each year, including behind-the-scenes events, intermission receptions, home concerts, donor dinners, open rehearsals, and Cal Performances’ annual gala. The position is responsible for effectively planning, organizing, and executing events of varying sizes and complexity, with a major focus on managing logistical elements such as caterers, vendors, facilities, A/V, awards, and rentals, as well as the creation of event timelines, invite lists, invitations, and other communications. This position works in a highly collaborative context and must excel at understanding and implementing the vision, objectives, and expectations of multiple internal and external stakeholders.

This position works closely with Cal Performances’ development team, artistic staff, and executive and artistic director to create events and experiences that build community, share our vision, strengthen relationships, and inspire philanthropy. This position must be adept at working in a fast-paced environment with multiple, evolving priorities, and must operate with thorough knowledge of University systems, policies, and procedures. The consequences of errors or oversights are extremely serious and can result in non-compliance with federal, state, and campus regulations. The incumbent is required to practice excellent judgment, interpersonal communication, and political acumen.

Scope
Under the direction of the Director, Individual Giving and Special Events and in close collaboration with team members across the institution, the Special Events Manager plans and executes a wide range of member and donor events in support of Cal Performances’ annual fundraising goals, including open rehearsals, member tours, receptions, private concerts, and cultivation and stewardship dinners. The Special Events Manager is responsible for coordinating all logistical aspects of the annual Cal Performances Gala.

**Responsibilities**

**Event Planning and Coordination**

- Plans and manages an annual calendar of approximately 30 events of varying scales and complexity.
- Consults with Cal Performances colleagues and other stakeholders on all details regarding all assigned events.
- Plans, organizes, and coordinates all logistical and technical aspects of events, including investigating, securing, and contracting appropriate event locations, permits, and vendors; securing parking arrangements; placing orders and processing payments; arranging vendors and suppliers; determining and coordinating staffing needs; and arranging for and testing technology needs.
- Oversees the design and production of special event awards for honorees when applicable.
- Communicates frequently, promptly, clearly, completely, and succinctly with vendors, clients, colleagues, and customer support to develop and maintain good working relationships internally and externally.
- Provides support for event speakers, donors, trustees, artists, campus partners, colleagues, and guests prior to, during, and after events.
- This includes developing and presenting comprehensive staff schedules and program timelines, maintaining department and organizational calendars with important, updated information, as well as collaborating with departmental leadership on event briefings.
- Acts as on-site logistical lead for all events, most of which take place on evenings or weekends.
- Coordinates all post-event analysis through the creation and circulation of post-event feedback forms.
- Demonstrates excellent judgment.
- Troubleshoots proactively and resolves unexpected challenges quickly, making thoughtful, fiscally conscious decisions in a professional and timely manner.
- Directly support the Special Events Committee in their fundraising efforts, and serve as the main communicator and organizer by setting meetings and agendas, recording and updating minutes, sending periodic communications, responding to committee member's needs, and reaching out to less active members to increase their participation.
- Partner with the Director, Individual Giving and Special Events to set income and expense projections for the annual gala, monitor results, and adjust the model as needed.
Invitation and List Management

- Oversees the timely creation and management of all event invitation lists.
- Develops clear and consistent processes for list development, invite distribution, RSVP tracking, and record-keeping in Cal Performances’ database.
- Solicits timely input from internal and external stakeholders in developing and managing invitation and attendance lists.
- Exercises a high degree of political acumen in navigating tiered, exclusive, and VIP invitation lists.
- Coordinates the drafting, approval, and distribution of all digital and print invitations, as well as related event communications and collateral. Follows up on RSVPS for pertinent event invitations.
- Ensures that relevant event and constituent data is accurately and optimally tracked in the Tessitura and CADS databases.

Event Budgets and Spending

- Analyzes historical event budgets and pursues opportunities for cost savings, without jeopardizing event objectives or audience expectations.
- Negotiates rates with vendors prior to confirming all bookings and contracts.
- Ensures events are executed within the allotted budget and that payments meet all deadlines.
- Working in tandem with the Cal Performances’ finance office, receives and files all invoices, completes all campus-required financial forms and supporting documentation, and tracks expenses.
- Serves as a primary Event Planner Card (EPC) holder for Cal Performances.
- Assumes responsibility for authorizing use and reconciling expenses in compliance with University business policies.

Other Duties as Assigned

- Embraces the principle of continuous learning and development by engaging in opportunities for training, workshops, seminars, and continuing education pertinent to the position or at the suggestion of the supervisor.
- Actively contributes to a team environment that fosters and promotes a culture of diversity, equity, inclusion, and belonging (DEIB) within the development team and across Cal Performances.
- As part of Cal Performances’ integrated fundraising team, participates regularly in the development department's annual planning, goal-setting, and professional development.
- In collaboration with Rental Services Coordinator, and Rental Events Managers, facilitates and advances recharge and community rental client receptions, small scale events, and artist engagement for Rental and Recharge events in the Cal Performances R&R department.
• Creates and establishes set reception formats for clients ensuring smooth and consistent operations of their receptions and small scale (less than 50 invited guests) events.

Required Qualifications

• Thorough knowledge and understanding of the concepts, principles, and best practices of event planning, including event design, organization, marketing, budgeting, and production.
• Exceptional organizational and project management skills. Proven ability to plan and implement multiple simultaneous projects and events in a complex institutional environment.
• Highly developed written, verbal, and interpersonal communication skills. Ability to communicate essential information clearly and concisely to stakeholders, staff, vendors, and guests.
• Proven ability to work on multiple tasks and events simultaneously. Skill at effectively managing competing stakeholder priorities and establishing clear timelines and work plans.
• Excellent clerical and computer skills required including proficiency with MS Word and Excel; working knowledge of Tessitura strongly preferred.
• Demonstrated ability to develop project budgets, manage vendor relationships, and meet project goals within time and budget constraints.
• Ability to maintain a high standard of productivity and exceptional attention to detail within a broad scope of responsibility and despite regular interruptions. Ability to complete a large volume of diverse tasks and meet established deadlines.
• Excellent judgment, decision-making, and problem-solving skills, including skill in determining those issues that need to be brought to management’s attention.
• Organizational skills to establish priorities, be resourceful, manage work independently, and complete goals and objectives.
• Advanced computer skills, including proficiency in various software and applications required to create and manage event budgets, timelines, invitations, registration lists, and other event logistics and communications.
• Ability and willingness to work evenings and weekends often.
• Bachelor’s degree in related area and/or equivalent experience/training.
• Brings a positive and collaborative attitude to difficult, sometimes contentious, negotiations. Always represents Cal Performances and UC Berkeley with decorum and a high degree of professionalism.
• Must be able to successfully pass a background check.

Preferred Qualifications

• Thorough knowledge of and/or ability to learn all applicable University of California policies and procedures related to the planning and production of events, on and off campus.
• Experience planning and implementing events for donors, members, volunteers, and trustees in the context of the performing arts or other nonprofit fundraising program.
• Knowledge and appreciation of Cal Performances’ distinctive mission, vision, and institutional impact. Ability to think strategically and creatively about the role of events in advancing Cal Performances’ institutional goals.
• Experience planning programs and events in collaboration with volunteer leaders and committees, particularly for annual fundraising events.
• Demonstrated success in securing in-kind donations, sponsorships, event hosts, and other partnerships that can offset event costs.
• Knowledge of current trends and innovations in dining, events, and entertainment. Experience with reconciling events in compliance with campus business practices and policies.

Salary & Benefits
This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for full UC Benefits. The budgeted salary that the University reasonably expects to pay for this position is $67,000 to $78,000 annually.

How to Apply:
Please visit https://jobs.berkeley.edu/ (search by the Job ID (#54893) for more information and to apply. You can also use the following DIRECTIONS:

DIRECTIONS:
1. Select the link to access our careers site.
2. Sign In to access your account or if you are not an existing user select the New User link to create one.
3. Review the job description and select the Apply button to begin your application.
https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=21&JobOpeningId=54893&PostingSeq=1

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