

**JOB TITLE:** Development Events Coordinator

**REPORTS TO:** Sr. Director of Special Events & Stewardship

**FLSA Status:** Full-Time, Non-Exempt, Hourly

**COMPENSATION RATE:** \$20.19 per hour (Approx. \$42,000 annually)

**LOCATION:** 170. N Dearborn St., Chicago, IL 60601

## **POSITION SUMMARY:**

The Development Events Coordinator (DEC) is responsible for coordinating a variety of fundraising/stewardship/cultivation events throughout the season. The DEC also coordinates the Development department's communications and provides administrative support for Goodman Theatre's Women's Board.

## **RESPONSIBILITIES:**

- Efficiently and successfully executes Development events and helps to ensure they reflect the institution's mission and standards of excellence.
- Supports the Senior Director of Special Events and Stewardship with emphasis on Goodman's Women's Board.
- Serve as events liaison between the Development office and other departments including the maintenance of the Development calendar of events and meetings.
- Maintain event databases (Tessitura) and help create guest lists for targeted audiences.
- Monitor RSVPs, attendance, and action items-- following up when necessary.
- Coordinate event logistics, timelines, and checklists (e.g. arranging catering, schedule room set up, A/V checks, etc.) including opening night theater and dinner seating.
- Carries out final checks on the day of the event (e.g. tables, technology) to ensure everything meets standards and produces post-event evaluations for future success.
- Lead coordination of print/online communication projects for the Development Department including design requests and the deployment of digital and/or print event invitations/communications.
- Process gifts, prepare acknowledgements, and provide accurate donor lists for use in Goodman's publications and website.
- Other Development support projects as assigned.

## **QUALIFICATIONS & EXPERIENCE:**

- 1-2 years of event coordination experience required
- Highly detail oriented and well-organized, with strong multi-tasking and time management skills
- Excellent communication skills
- Ability to execute good judgment, solve problems, and work independently with a level of professional calm
- Experience with MS Office (Word and Excel, specifically)
- Familiarity with Basecamp, ArtsVision, Wordfly and Tessitura a plus
- Must be able to work evening events
- Maintains confidentiality, when necessary
- Model behavior and values consistent with Goodman's Community Agreements and furthering Goodman's IDEAA (inclusion, diversity, equity, anti-racism and access) goals.

**BACKGROUND:**

Chicago's theater since 1925, Goodman Theatre is a not-for-profit arts and community organization in the heart of the Loop, distinguished by the excellence and scope of its artistic programming and community engagement. The theater's artistic priorities include new play development (more than 150 world or American premieres), large scale musical theater works and reimagined classics.

We at Goodman Theatre believe that a diversity of people, ideas and cultures in our organization enriches both the art on stage and our civic engagement. In our workplace, we strive to reflect the communities we serve, and make space in which everyone is empowered to bring their full, authentic self to work. The Goodman values equity, diversity and inclusion and is committed to approaching our work through the practice of anti-racism. Learn more at [GoodmanTheatre.org/Accountability](https://GoodmanTheatre.org/Accountability)

**ADDITIONAL INFORMATION:**

Goodman theatre offers a competitive salary and a comprehensive benefits package including health, dental, paid vacation, sick leave, 401k and more.

Goodman Theatre is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. By dedicating itself to three guiding principles— quality, diversity and community— the Goodman Theatre seeks to be the premier cultural organization in Chicago, providing productions and programs that make an essential contribution to the quality of life in our city.

The Goodman is an inclusive and accessible employer. Successful candidates will have experience working with diverse groups of people and will demonstrate a deep commitment to advancing equity and inclusion at the Goodman Theatre.

Goodman Theatre uses E-Verify to confirm the identity and employment eligibility of all new hires.

**HOW TO APPLY:**

Qualified individuals are invited to submit a cover letter and your resume by selecting the "START APPLICATION" button on the right side of the page. No phone calls, please.