



## Special Events Assistant

**Title:** Special Events Assistant  
**Department:** Development  
**Supervisor:** Director of Special Events  
**Employment Type:** FT, non-exempt  
**Compensation:** \$24.00-\$26.00 per hour  
**References:** 3 required

**Works closely with:** Guest Relations, Facilities, Rosen House Staff, Marketing

The **Special Events Assistant** assists with the management and coordination of the company's extensive calendar of year-round special events, public programs, and hospitality activities, and serves as the point-person for outside facility rentals. This role is year-round, with many events held on nights and weekends.

### Job Duties & Responsibilities:

#### Special Events

- Coordinates the production of events such as:
  - Cultivation dinners and stewardship events, hosted by trustees and donors, intermission and post-concert receptions, Afternoon Teas and other hospitality-oriented programs;
- Assists in managing and maintaining all events files, including project timelines, marketing collateral, vendor contracts, guest lists, and event staffing lists for key fundraising events like the Opening Night Gala, Wine Dinner, and Cabaret Benefits;
- Maintains responses and commitments for all fundraising events utilizing Excel and Raiser's Edge/Events Module;
- Acts as the point person between staff and vendors leading up to and on day-of events and public programs;
- Ability to set up, breakdown and provide support for events;
- Assists with the relationship management with caterers;
- Assists with the maintenance of the master calendar of company's hospitality services required throughout the year;
- Supports pre- and post-production tasks such as thank you calls, event follow up, thank you letters, and final income/expense reconciliation;
- Supports other directors in the Development Department on projects as needed;

#### Facility Rentals

- Serves as point of contact for facility rental inquiries;
- Provides general information and facility guidelines;
- Tracks bookings and provides analysis;
- Gives guided tours;
- Sees confirmed bookings through execution;

## Required Skills and Qualifications:

- **Experience and Education:** Two plus (2+) years of experience in event planning, hospitality, food service. Experience with fundraising in an arts/nonprofit setting is a plus. Bachelor's degree in related field is a plus.
- **Management Skills:** Strong problem-solving and project management skills. Act as a respected and trusted member the Development team as information handled may be sensitive. Team player and self-starter who can display grace under pressure.
- **Customer Service & Communication Skills:** Must have a friendly and professional attitude and work well with the public to navigate different personality types among stakeholders including, seasonal staff, visitors, VIP donors, artists, senior management team & Board of Trustees. Excellent interpersonal, verbal and written communication skills.
- **Collaboration:** Ability to work as part of the Caramoor family in a positive and professional manner. Willingness to be very hands-on and flexible to work on a variety of assigned tasks.
- **Administrative Skills:** Ability to maintain confidential information; highly organized and detail oriented with a strong work ethic. Flexibility to adapt to changing priorities and new opportunities. Command of MS Office Word, Excel, Power Point, Outlook; Raiser's Edge experience a plus.
- **Working Conditions:** Ability to work in a busy office environment, maneuver outdoors (in all weather conditions) on 80 acres of woodland trails, gravel pathways and spectacular gardens. Must be able to work evenings and weekends, as needed. Ability to lift/move up to 25lbs. Ability to set up and breakdown for events. Valid driver's license.

**Benefits:** This role is eligible for full-time benefits including medical insurance, life insurance, long term disability, retirement plan, and paid time off.

## About Caramoor

Caramoor is a cultural landmark and non-profit organization dedicated to enriching the lives of its audiences through innovative and diverse musical performances of the highest quality, mentoring young professional musicians, and engaging young children through interactive educational experiences that deepen their relationship to and understanding of music. It's also a pretty great place to work. For more information about Caramoor please go to <https://caramoor.org>.

*Caramoor is an Equal Opportunity Employer (EEO); this means that all aspects of employment, including recruiting, advertising, hiring, training, promotions, compensation, benefits, transfers, layoffs, return from layoffs, disciplinary action and discharge shall be conducted on the basis of qualification and ability without regard to race, religion, disability, sexual orientation, gender identity, genetic disposition, neurodiversity, color, age, national origin, citizenship, marital status, military and veteran status or any other basis protected by law. We pledge to uphold equality in our hiring and employment practices, and to create an environment where everyone, from any background, can do their best work.*