

## Temporary Special Events Gala Assistant

The Special Events Team at The Public Theater is looking for an enthusiastic and detail oriented candidate to help support The Public's Annual Gala! This role will assist the department with daily tasks in preparation for the event, including building invite lists and sending invitations, processing RSVPs and donations, and communicating with donors over email and phone. Reporting to the Director, Special Events this role will have the opportunity to experience and support the fundraising, event planning, and coordination needed for a large-scale event with 1,880 guests. This position is full-time, working approximately 40 hours/week, from February to June, with some nights and weekends required, in addition to some heavy lifting.

Specific responsibilities include, but are not limited to:

- Manage all donation tracking, ticket sales, and solicitation activity in Tessitura for the Gala and other benefits.
- Complete outgoing calls for sales, confirmations, and information gathering with donors.
- Create RSVP forms and maintain all event sales and attendance reports.
- Process gift forms and collect pledges for donations into database.
- Execute Gala invitation mailings and coordinate in house volunteer efforts for mailings.
- Take incoming calls and emails regarding events.
- Help coordinate donor program acknowledgement.
- Work with Development Operations to send invoices and execute pledge payment follow up, create and send tax acknowledgement letters, and reconcile revenue.
- Assist in ticketing and coordination for other Special Events when needed, including cultivation dinners and cocktail receptions.
- Attend additional cultivation events and opening nights to work check-in as needed.
- Supports Event Manager and Director on all Gala administrative needs.
- Additional duties to be assigned as needed.

Qualifications:

- Strong written and verbal communication skills
- Strong attention to detail and organization
- Excellent customer service skills
- Ability to multitask and manage multiple projects at once
- Tessitura or database experience strongly preferred, but not required
- Must be able to work evenings
- Experience with Word, Excel, Outlook, and Google Drive

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

This a Non-Exempt position according to the Fair Labor Standards Act. Pay rate is \$16-\$18 an hour, commensurate with experience.

To apply, please send resume and cover letter to [jobs@publictheater.org](mailto:jobs@publictheater.org). No calls please.