STAGES

WE'RE HIRING!

Position: Special Events Manager
Reports to: Development Director
Direct Reports: None
Indirect Reports: None
Status: Full-time, Exempt
Compensation and Benefits: starting at $60,000/annually, Paid Time Off, Paid Holidays/Days of Celebration, Matched Retirement Plan, Disability and Life insurance, Health, Dental, and Vision Insurance

The Special Events Manager leads the planning and execution of fundraising, cultivation, stewardship, and engagement events that strengthen relationships with donors, sponsors, board members, and community stakeholders.

Reporting to the Development Director, this position is responsible for managing all aspects of the annual Gala as well as a portfolio of donor cultivation events, stewardship activities, opening night receptions, and other special events that support the organization's fundraising and engagement goals. The Special Events Manager works collaboratively across departments to create exceptional event experiences that advance the mission of Stages and foster meaningful relationships with supporters.

About us

Stages makes plays and tells stories that invite everyone to live more deeply and love more boldly. We produce a broad scope of plays and musicals ranging from jukebox musicals and family entertainment to world premieres and new work by emerging writers.

Stages was founded in 1978 and we've grown to become Houston's sixth largest nonprofit performing arts producer and the largest outside the downtown theater district. We perform year-round with an average of 10 productions and thousands of visitors each season. In January 2020, we opened our new $35.4 million three-theater home, The Gordy.

We're a welcoming, collaborative culture that encourages each staff member to take initiative, share ideas and help shape the organization.

About you

You're passionate about building relationships and getting things done. You love a good deadline and live for nailing the details. You personify grace under pressure and you've got a knack for identifying what will help each relationship thrive. You're equally comfortable attending a wine dinner, presenting a sponsorship proposal, or organizing the most streamlined check-in process in history. You make complex events feel easy and effortless, and you're thrilled to see your hard work pay off in the smiles and enjoyment of others.

What you'll do at Stages

- Lead planning and execution of Stages' annual Gala, donor cultivation and stewardship events, opening night receptions, sponsor hospitality, board functions, and other engagement activities

- Develop comprehensive event plans, timelines, production schedules, run-of-show documents, and logistics
- Serve as the primary event lead during assigned events, overseeing successful on-site execution and post-event evaluation
- Partner with the Development team to advance fundraising, sponsorship, donor cultivation, and stewardship goals through special events
- Coordinate sponsorship fulfillment, donor recognition, sponsor benefits, and event-based fundraising activities, including auctions, raffles, and paddle raises
- Create exceptional hospitality and engagement experiences for donors, sponsors, board members, artists, and community stakeholders
- Coordinate guest lists, invitations, RSVPs, seating, event communications, volunteers, and event committees
- Collaborate with the Development Director on event budgets and financial projections
- Track event expenses, revenue, sponsorship commitments, and fundraising outcomes
- Negotiate and manage vendor contracts and service agreements
- Maintain event documentation, reporting, and planning materials
- Ensure event activities comply with organizational policies and procedures
- Partner with Development, Marketing, Production, Operations, and Front of House teams to coordinate promotional materials, venue logistics, and technical requirements necessary for successful events
- Other duties as assigned

To excel in this job, you'll need

- 3-5 years of experience in event management, fundraising events, nonprofit development, hospitality or related field
- Demonstrated experience planning and executing complex events with multiple stakeholders
- Strong entrepreneurial spirit, with the ability to work both independently and collaboratively
- Strong project management, organizational, and time management skills
- Excellent written, verbal, and interpersonal communication skills
- Experience managing event budgets and vendor relationships
- A positive, customer-focused approach to work
- Experience juggling concurrent tasks and deadlines while maintaining quality
- Flexibility to work a varying schedule including days, some evenings and occasional weekends
- Passion for Stages' work and desire to play a vital role during a transformational period of growth

It's also great to have

- Confidence in a variety of business and social settings, and building relationships with people in a wide range of roles and industries
- Experience working in a nonprofit, arts, or cultural organization

This is important

Stages is committed to advancing equity, diversity and inclusion. We are committed to creating and maintaining a safe creative environment for staff, artists and our community. We know that through discussion and expression we can continue to promote change in a positive direction. We believe that diversity on and off stage is important. We are committed to bridging cultural gaps and creating an environment of inclusion and equity for all. It is our intent to provide equal opportunities to all who may apply. We welcome every race, color, religion, sex, sexual orientation, national origin, age, genetic makeup, gender identity or expression, disability, veteran status and thinking style.

Our hiring process

First, send us some information about yourself—please include an introduction to help us understand who you are and why you're right for this position (eg: cover letter, email, personal statement, video) as well as anything you think might be helpful to understand your background, experience, and skills. This could include a resume, event materials, writing or other work samples, personal website, LinkedIn profile, etc.

Human Resources
Stages
800 Rosine St.
Houston, Texas 77019
humanresources@stageshouston.com

If we think you might be a good fit, we'll contact you to schedule an introductory interview. This conversation will help us learn about you, share more about the job and Stages, and answer your initial questions. From there, we may also invite you to talk with other staff members from positions across the organization so that you have an opportunity to explore Stages' culture and work environment, and we can get a sense of what you'll bring to the team.