



Greenville Symphony Association Events Coordinator

REPORTS TO: Director of Development

HOURS/WEEK:

- 15 hours office work week, plus concerts, special, and community events
- Part-time

KEY RESPONSIBILITIES

- Collect and maintain accurate sponsor contact information and preferred recognition names.
- Assist with outreach and communication to donors and sponsors, including follow-up on guest lists and RSVP tracking.
- Mail event invitations and relevant information to guests as needed.
- Manage attendee data in Raisers Edge, ensuring accuracy and integrity.
- Support vendor communications and logistics before and during events.
- Assist in preparing and distributing event run-of-show documents to relevant staff and vendors.
- Provide on-site event support, including set-up, guest check-in, and ensuring a welcoming experience.
- Assist with event tear-down and post-event debriefs.
- Help prepare and send sponsor and donor acknowledgment letters and invoices.
- Other duties as assigned

Qualities

- Enthusiasm for and knowledge of the performing arts
- Ability to think creatively and devise innovative solutions to challenging problems
- Detail- and results-oriented; highly organized with a close eye for detail and a commitment to fulfilling the full project management cycle
- Strong project management skills and the ability to manage multiple complex projects simultaneously
- The ability to work effectively under deadlines
- Ability to work autonomously as well as to take direction as needed
- Maturity, discretion, integrity, high energy, creativity, and cultural sensitivity, able to work effectively in a high-profile arts institution
- Outstanding interpersonal skills, great customer service
- Self-motivated, with strong organizational skills
- Ability to work evenings and weekends



Requirements

- Associate's degree preferred or related experience.
- Experience assisting with events (fundraisers, galas, community events)
- Working in hospitality, customer service, or nonprofit development roles
- Proficiency in database management, Microsoft Office Suite, and other computer skills
- Ability to establish and maintain good working relationships throughout the organization and with external constituencies.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Use of an office phone, computer and internet is required
- Must have a valid driver's license and own transportation
- This job will be based in Greenville Symphony's offices in downtown Greenville
- A cell phone and remote access to e-mail and office files are required, as many tasks take place offsite
- Ability to occasionally carry materials or signage

ABOUT THE GREENVILLE SYMPHONY

As an educational and cultural ambassador for Greenville and South Carolina, the Greenville Symphony Orchestra (GSO) is a resource that builds community by providing excellence in live musical performance, educating minds, and engaging our community through the unifying power of music.

A core roster of 67 professional musicians perform over 30 public ticketed concerts annually at venues including the Peace Center, the Peace Center Gunter Theatre, and at various venues across the region. The Greenville Symphony has been the anchoring cultural offering of the upstate for more than 75 years.

Our programs are designed for every age and listener. Annually, the orchestra offers more than 100 free events that serve 25,000 people in the South Carolina Upstate. Our board, orchestra musicians, and leadership are passionate about supporting and promoting our local music teachers, and our community arts partners like the SC Children's Theatre, the Greenville Chorale, International Ballet, Greenville Youth Chorale, Sigal Music Museum, Greenville County Youth Orchestra, and the Carolina Youth Symphony.

As the Greenville Symphony continues to evolve with a rapidly growing Greenville, we are investing in high quality musicians and staff, enriching programmatic offerings, and enhancing community impact through educational engagement.



**GREENVILLE
SYMPHONY**

HOW TO APPLY

Send resume to Jessica Satava, Executive Director, at jsatava@greenvillesymphony.org