



Events Manager

The Events Manager within the Development department at The Dallas Opera is a pivotal member of our fundraising team, responsible for planning and executing a diverse portfolio of events designed to cultivate and steward our donor base. This position is integral to the operational success of our development initiatives, serving as a key driver in building meaningful relationships with supporters and ensuring the seamless delivery of high-impact donor engagement opportunities. By orchestrating Development events, the Events Manager plays a critical role in advancing The Dallas Opera's mission and sustaining the organization's philanthropic growth.

This position is a permanent full-time position within the Development department, reporting to the Associate Director of Development and working closely with the Marketing and Operations departments.

Responsibilities

The Events Manager will plan and implement all donor-related events. Events fall into a wide range of events ranging from artistic salons, backstage tours, cast parties, catered dinners for donors, luncheons, mixers, opening night parties, receptions, and more.

The Events Manager is responsible for maintaining the events calendar and works collaboratively with members of the Development and Operations teams, as well as the AT&T Performing Arts Center and catering vendors, to plan and execute events. This role includes creating and managing event-related expense budgets, serving as the primary relationship manager for vendors, and providing oversight for vendor interactions. The Events Manager regularly interacts with a diverse group of individuals, including young professionals, high-net-worth donors, Board members, outside vendors, and colleagues across all departments.

Event Manager Duties:

- Plan and execute all membership events for Friends, Inner Circle, Crescendo, Orpheus Legacy Society, and other donor groups
- Plan and execute signature events – Opening Night (fall) and OnStage Dinner (spring); artistic development related events – Vocal Competition Judges Luncheon and post-concert reception (spring); Women Conductors panel discussion and luncheon (fall and winter); post Showcase Concert reception (winter); Titus Recital post-concert reception and dinner (winter); and other events, as needed
- Partner with the Artistic and Production teams to coordinate event programming and artistic elements.
- Work across The Dallas Opera teams, particularly Operations, to plan and execute events

- Collaborate with Marketing and Communications teams to promote events through email campaigns, social media, and printed materials
- Create and manage event budgets, ensuring financial accountability and cost-effectiveness
- Oversee event logistics, including venue selection, vendor negotiations, catering, AV, and décor, serving as relationship manager with all vendors, specifically AT&T Performing Arts Center and catering partners, maintaining positive working relationships while setting performance expectations and enforcing accountability
- Conduct post-event evaluations to measure success and identify areas for improvement; prepare post-event reports, including financial summaries and attendee feedback.
- Serve as the primary point of contact on event days, ensuring all operations run smoothly; handle last-minute adjustments and problem-solve to maintain a high-quality guest experience.
- Work nights and weekends to staff donor events
- Other duties as needed

Candidate Qualities

Traits and Characteristics

- Adaptability to thrive in a dynamic environment by quickly adjusting to changing priorities, solving unforeseen challenges, and maintaining composure under pressure to ensure event success.
- Aptitude for multitasking, prioritizing, attention to detail, accuracy and managing time in a fast-paced environment which often presents competing priorities
- Strong project management and organizational skills; takes initiative regarding quality, accuracy, and timeliness of assignment
- Team player with customer service mindset, collaborative spirit, and proven ability to build productive working relationships internally and externally.

Skills, Knowledge, and Certification

- Three years+ events experience with a proven track record of success
- Excellent writing and copy editing skills
- Demonstrated proficiency with budget and vendor management
- Strong interpersonal skills
- Able to handle sensitive, confidential information with discretion and professionalism
- Knowledge of opera, music and/or performing arts is preferred
- Proficiency in Microsoft Office products (Word, Excel, PowerPoint), and collaborating in a Microsoft 365 environment; knowledge of Tessitura and Asana preferred

Other Considerations

Compensation	\$50,000-55,000 depending on experience.
Benefits	Benefits include health, dental, and vision insurance, PTO, paid parental leave, sick leave, 403b savings plan with employer matching, complimentary tickets to performances, and professional development opportunities.
Work Environment	The Dallas Opera is a hybrid work environment on Monday and Friday at manager's discretion; onsite work required during business hours Tuesday-Thursday. Nights and weekend work is mandatory during the season, and as needed during the off season.
Education	Bachelor's degree preferred
Location	Dallas, TX

To apply, please send a cover letter and résumé to recruitment@dallasopera.org, using the subject line "Events Manager." Please send Word or PDF file only. No phone calls, please.