

JOB TITLE: Program and Event Manager

STATUS: Regular, Full-Time/Exempt

REPORTS TO: Executive Director

LOCATION: Casper, WY

EFFECTIVE DATE: October 24, 2024

## POSITION SUMMARY

The Wyoming Symphony Orchestra (WSO) is the central institution for orchestra music in Wyoming. It contributes to our arts community by hosting five symphonic concerts yearly, featuring notable guest artists. By engaging in community outreach and youth-oriented education activities, the WSO inspires future musicians, concertgoers, and financial patrons.

The Program and Event Manager reports to the Executive Director and is responsible for concert production, concert marketing, event coordination, ticketing and event software, and community outreach programs. The position requires independent work, self-motivation, organizational skills, teamwork, and engagement with patrons, sponsors, donors, and community partners. They work with the Music Director and the Executive Director to fulfill and further the mission of the WSO. The position necessitates flexible hours, particularly during concerts and fundraising events.

## ESSENTIAL DUTIES

### *Concert and Event Production*

- Coordinate logistics for artists and concerts, including venues, arranging accommodations and transportation, setting up equipment, managing live-streaming, and taking care of other event needs as they arise.
- Manage ticketing, patron relations, volunteers, and box office operations; distribute tickets and promo codes; and oversee dress rehearsals and concerts as house manager.
- Oversee all aspects of events from planning to execution, including timelines, vendor coordination, budgeting, logistics, and crisis management; work together with the administrative team to plan events including fundraisers, outreach programs, concerts, etc.
- Manage events, ensuring smooth operations, volunteer management, and sustainable practices while engaging attendees effectively.
- Recruit and manage WSO volunteers.
- Coordinate music education and outreach programs by working with schools, assisted living facilities, hospitals, and other organizations while managing musician scheduling for performances.

### *Ticketing and Digital Platforms*

- Use CRM (Etapestry) to assist with donor stewardship and maintaining accurate donor records to ensure compliance with IRS guidelines.
- Manage concert and season ticket sales and renewals in Arts People software. Assist with mailings, livestream ticketing, and developing strategies to boost participation and renewals.
- Oversee software systems (eTapestry, Arts People, etc.), manage training, and recommend operational improvements.

### *Represent and Advocate for the WSO*

- Develop and maintain relationships with community partners. Coordinate outreach events and partnerships with local businesses to promote WSO programs.
- Represent the WSO at cultural events and deliver presentations to community groups when needed.
- Other tasks as assigned.

### *Compensation*

The annual salary for this position is \$50,000-\$53,000 depending on education and experience.

Benefits and perks:

- SIMPLE IRA with 2% match after one year of employment
- Unlimited Paid Time Off (PTO)
- Professional Development through the Wyoming Community Foundation and the Wyoming Nonprofit Network
- Exceptional job performance may result in bonus opportunities.
- Potential for advancement.