



# INDIANAPOLIS SYMPHONY ORCHESTRA

**Job Title:** Corporate Events Assistant (part-time, temporary, 15-20 hours per week)

**Department:** Development

**Reports to:** Institutional Giving Manager

**Position Summary:** The Indianapolis Symphony Orchestra is the largest performing arts organization in the state of Indiana. This position works often with high-level executives and other influential employees of some of the largest companies in Indiana. This position should be viewed as an opportunity to gain professional event planning experience in a fast-paced work environment that values quality work and commitment, and is willing to invest resources in your learning experience.

Primary responsibilities involve event planning for corporate sponsors giving to the Annual Fund. This position will include experience in managing events, sponsor benefit fulfillment, and marketing promotions.

**Primary Duties and Responsibilities:**

- Manage weekly corporate sponsor activation for Kroger *Symphony on the Prairie* summer series, including coordinating weekly sponsor activation plans, communicating with corporate contacts to plan special event details and deliveries, etc.
- Aid in fulfilling sponsor and VIP benefits, including distribution of tickets.
- Coordinate all logistics for sponsor activation at *Symphony on the Prairie*, including set up and tear down of sponsor booths.
- Attend and manage sponsor activation at all summer *Symphony on the Prairie* performances
- In partnership with Corporate Relations Associate, plan three “Corporate Entertaining” evenings at *Symphony on the Prairie*, including guests of current and prospective sponsors
- Attend and help plan select ISO events (see below)
- Provide excellent customer service to ISO patrons and donors

**Summer: May 13 - September 7 (must be willing to work at least two evenings per weekend)**

- *Symphony on the Prairie* sponsor promotions and events
- *Symphony on the Prairie* corporate sponsor cultivation/entertaining

**Minimum Requirements:**

- Excellent interpersonal communication skills
- Detail-oriented
- Be able to work independently and with a team in a fast-paced environment
- Customer service and event-planning experience preferred.
- Candidates should be familiar with Microsoft Word, Excel and Outlook.
- Experience using Tessitura is beneficial but not required.

**TECHNICAL PROFICIENCIES:**

- Must be intermediate user of Word, beginner in Excel, and beginner in Outlook.

**PHYSICAL REQUIREMENTS:**

- Bending, stooping, and walking on uneven surface, lifting 35 pounds.

**INTERPERSONAL CONTACTS:**

- **Internal:** Frequent contact with administrative staff and musicians
  - **External:** Regular contact with Board members, sponsors, donors, committee volunteers, subscribers and the community at large
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