

ENGAGEMENT AND EVENTS ASSOCIATE

TITLE: Engagement and Events Associate

REPORTS TO: Assoc. Dir. of Development, Operations & Engagement

DEPARTMENT: Development

POSITION DESCRIPTION:

Woolly Mammoth Theatre Company seeks an energetic, organized and detail-oriented Engagement and Events Associate to join our team. As a member of a supportive six-person Development team raising over \$4M annually, the Engagement and Events Associate functions within the nexus of a very creative and collaborative environment. This position plays an integral supporting role in the cultivation and stewardship of Woolly Mammoth's donors and is responsible for assisting in the planning and executing of innovative engagement and event concepts – both in-person and virtual – in order to advance the work of the theatre's short- and long-term fundraising goals.

DUTIES & RESPONSIBILITIES:

Position Specific Responsibilities:

Donor Engagement

- Support the strategy, planning, and execution of Woolly Mammoth's donor engagement events with a focus on logistics, communications and partnership relations.
- Develop procedures and manage communication for all donor cultivation events, including but not limited to: first rehearsals, cast dinners, behind-the-scenes looks, backstage tours, and opening nights.
- Work closely with the Director of Development to spur active participation and volunteer leadership from our Board of Directors in engagement activities, including assisting/coordinating meetings
- Collaborate with the Associate Director of Development on the annual donor engagement calendar, communication timeline, and stewardship collateral.

Strategic Events and Fundraising Support

- Engage with existing partners and prospects to identify key relationships and funding opportunities to grow Woolly Mammoth's corporate fundraising pipeline.
- Support the planning efforts and solicitation strategy on one or more high-level fundraising events each season.
- Collaborate with event consultants and outside vendors to support all engagement and fundraising events, including the annual Spring Gala.
- Serve annually as a staff lead on all Special Event committees and task forces.
- Maintain and reconcile the Special Events and engagement budget; create year-over-year comparisons to analyze and evaluate financial goals and progress.

Logistics and Planning

- Manage all facets of the event planning process, including preparing timelines, overseeing all collateral copy and design, maintaining guest list, managing vendor relations, soliciting sponsors, organizing seating and ticketing, monitoring expenses and budget, coordinating travel and housing, training and supervising volunteers, and reconciling post-event financials.
- Support the Director of Development with logistical planning for all donor trips, both domestic and international.
- Establish and maintain healthy relationships with vendors, including catering and restaurant partners; manage in-kind sponsorship negotiations and contracts; serve as staff liaison to partners and ensure fulfillment of sponsorship benefits.
- Maintain accurate records of event activities, including revenue sources and guest attendance, in Tessitura.
- Participate in multiple interdepartmental meetings to streamline the organization's marketing and communication efforts, use of building and facilities, and other work processes.
- Assist with other internal Woolly events and rentals as needed.
- All other duties as assigned.

Company-Wide Responsibilities:

- Commit to Woolly's policy of anti-racism and radical inclusivity. This includes participating in anti-bias/anti-harassment training, familiarizing yourself with the policies in the employee handbook, using Woolly's Liberation

Library as an educational resource, engaging in EDI work at Woolly, and furthering your own independent journey with anti-racism.

- Participate in cross-departmental collaboration, including at least one Woolly working group, committee, and/or taskforce outside of your own department.
- Advocate for policies both internally and externally that further advance Woolly's stated values on an organizational, local, and national scale.
- Contribute in meaningful ways to the culture. See "Our Culture at Woolly" section below for more information.
- Act as an ambassador for Woolly Mammoth in the local community and beyond.

QUALIFICATIONS:

- **Experience:**
 - College degree or equivalent knowledge and experience in event management, donor communications or partnership engagement
 - *Preferred:* 1-2 years experience in event management or nonprofit fundraising
- **Essential Knowledge, Skills, and Abilities:**
 - Superior organizational skills and attention to detail.
 - Effective oral and written communication skills.
 - Creative thinking and problem solving skills
 - Demonstrated ability to manage a large cadre of part-time and volunteer workers.
 - Previous experience with Tessitura and Prospect2, or similar, strongly preferred.
 - Knowledge of the theater environment in order to understand the needs of ticketing and production in relation to those events using their services and spaces.
 - Ability to multitask, prioritize, problem solve and be flexible in a fast-paced work environment.
- **Other Skills or Qualities:**
 - Active engagement and leadership development in your individual position is integral to the overall health of our organization. This will be reviewed and defined with your supervisor to set individual goals. Woolly encourages employees to take personal responsibility and pride in their work.
 - See the larger picture and pull out the relevant details to diagnose problems. Think creatively about how to solve problems including new ways of working together. Woolly values innovative thinking, big ideas, and bigger passion.
 - Collaborate with and adapt to a wide variety of people and personalities, working styles, and artistic visions.
 - An appreciation for theatre and a belief in the arts as an important contributor to society.

WORKING CONDITIONS:

- Normal office environment.
- Extending viewing of computer screens.
- Some evening and weekend work required.
- Some travel required.
- Occasional need to lift and move equipment, boxes, and supplies weighing up to 25 lbs.
- Woolly Mammoth Theatre Company is located in Washington, D.C.'s Penn Quarter neighborhood. It is air-conditioned, located in a wheelchair accessible building, and in close proximity to public transportation.

COMPENSATION:

- **Starting Salary:** \$45,000
- Woolly Mammoth Theatre Company recognizes that conversations about salary can be difficult. In recognition of the necessity for top-tier talent, we strive to provide pay that meets the market by leveling with industry peers to determine the pay range for each position. Where the employee falls in that range is determined by experience and skill set. Woolly will work hard to administer the compensation program in a manner that is transparent, consistent, and equitable across the company.

OUR CULTURE AT WOOLLY:

At Woolly, our culture is driven by our stated core values of radical inclusivity, creative risk-taking, relentless inquiry & experimentation, world-class excellence, and innovation. We expect both personal and collective accountability in how these values are applied to the work of each employee of WMTC. We acknowledge that Woolly Mammoth has upheld and benefited from systems of oppression in our country and we aim to do better; using the principles of anti-racism to guide our actions and decision-making. How we do things is as important as what we do, and we expect our core values and anti-racist practices to influence the way we work together as a team. We strive to center openness, integrity, and care in our policies, processes, and how we interact with one another. We embrace a culture of transparency, accountability, and mutual respect as the foundation of all our collaborations, both inter-departmentally and externally. We take seriously our role as a civic leader, and strive to address local and national challenges using our knowledge, skills, commitment, and resources. As part of this work, all employees are expected to develop meaningful internal and external relationships that are mutually beneficial and impact-aware. We believe that everyone in the Woolly community is worth engaging in conversations about the art we make and how that art intersects with the world. We lean into the unconventional, especially if a nontraditional and inventive approach will help us reach new understandings of our art form, our industry, and our world.