



**POSITION TITLE: Outreach & Events Coordinator**

**Prepared by:** Rebekah Phillips, 7/1/19

**Reports to:** Operations Director

**FSLA status:** Non-exempt

**Supervision exercised:** None

**SUMMARY:** The Outreach & Events Coordinator is responsible for the planning and execution of Portland Columbia Symphony's ancillary events, including the annual fundraising Gala, Symphonic Safari, stewardship/recognition events, and non-ticketed performances throughout the year. The Outreach & Events Coordinator is directly responsible for the establishment and growth of the organization's community engagement programs and partnerships, and works closely with the Operations Director in coordinating all aspects of these events. This is a non-exempt position requiring a highly flexible year-round schedule.

**ESSENTIAL DUTIES:**

1. In conjunction with the Gala Committee and key staff, oversees the complete coordination of PCSO's annual Gala, including invitations, venue, caterer, timeline, silent auction, paddle raise, and decorations.
2. Works with Executive Director to coordinate private receptions, donor rehearsals, receptions, and other special events.
3. Works with Operations Director to plan and execute annual Symphonic Safari, including theme, setup, run of show, activities, and audience take-homes.
4. Oversees other Meet the Beat educational programs (Library performances, etc.), seeking out opportunities for and scheduling all outreach and promotional appearances.
5. Develops interactive materials for audiences as needed and appropriate.

**QUALIFICATIONS:**

1. Bachelor's degree preferred.
2. Demonstrated success planning and managing events of various scope.
3. Excellent organization and communication skills, including adherence to timelines.
4. Ability to remain calm under pressure and solve problems as they arise.
5. Ability to work flexible hours, including nights and weekends on occasion.
6. Competency in the use of Microsoft Excel, Word, and Google Docs.
7. Knowledge of classical/orchestral music a plus.
8. Must have reliable transportation.

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