



## **Job Description | Development Events and Operations Associate**

**Department:** Development

**Reports to:** Director of Development

**Hours:** Seasonal, full-time, temporary position, from hire date through the end of the season, 6/30

**Salary:** \$18/hour

The **Virginia Arts Festival** is a Norfolk, Virginia-based non-profit arts-presenting organization that serves southeastern Virginia, offering performances during the spring and throughout the year. Virginia Arts Festival performances have included:

- International and national ballet, modern, contemporary, and ethnic dance companies
- World-renowned soloists and ensembles in musical genres including classical, jazz, world, folk, rock, blues, bluegrass, country, and pop
- Opera, theater, and other staged productions
- The Virginia International Tattoo
- Other collaborative productions with local arts organizations

The Virginia Arts Festival reaches more than 100,000 people, students, and visitors to Hampton Roads annually through 74-plus performances (some free) in 20-plus venues. The VAF education outreach program coordinates over 100 education events each year in 21 different school districts, with more than 18,000 students receiving financial assistance to participate.

**The Development Events and Operations Associate** will be an integral member of the Development team and will take an active role in various development operations duties and event functions for the Festival. This position will work closely with the Special Events Coordinator and Development Operations Manager. This job requires the utmost scheduling flexibility.

### **Summary of Functions:**

#### *Development Operations*

- Support Operations Manager with the thank you letter and pledge reminder process, data entry, credit card processing, mailings, review and merging of constituent records
- Other duties as assigned

#### *Special Events/Development Representative*

- Support the VAF Special Events Coordinator with pre- and post-performance reception set up and stay through reception to help with event flow, act as a greeter during receptions, troubleshoot issues should they occur, work with volunteers at receptions
- Assist with the set up and event flow at Virginia International Tattoo receptions: specifically, being point of contact for the caterer and assisting with VIP/VVIP box office running needs
- Assist with set up and event flow at Williamsburg Live VIP tent

#### *Pre-Event Production, Facilitation, and Planning*

- Event advancement: working directly with catering companies and VAF production department leading up to special events
- Support with invitation distribution, RSVPs, and guest lists
- Work with Box Office to fulfill Development event RSVP ticketing needs

- Assist with Virginia International Tattoo VVIP voucher distribution and Williamsburg Live VIP ticket distribution

### **Work Schedule**

Virginia Arts Festival hours are from 9 a.m. to 5 p.m. This position will be up to 40 hours a week. However, due to the nature of the VAF, a typical work schedule will extend beyond the traditional office hours to include evening and weekend activities – particularly in the period immediately before and during the Festival (March through June).

### **Qualifications**

- Attention to detail, accuracy in recordkeeping and timely input of data
- Excellent written and verbal communication skills
- Excellent computer skills, particularly with word processing and spreadsheet programs
- Commitment to maintaining confidentiality of data and donor information
- Energetic, friendly, and tactful
- Strong problem-solving and analytical skills, strong organizational and time management skills, and ability to manage priorities and workflow
- Ability to work both as part of a team and independently, and work closely with colleagues in other VAF departments
- Ability to able to lift, move, or transport 40 lbs

### **Experience/Proficiencies**

- 1 – 3 years events, administrative, or fundraising/development experience preferred
- TIPS Training, will be provided by VAF
- Experience working with CRM/donor management system; Tessitura experience a plus
- Microsoft Suite, Canva, Adobe Creative Suite (including Illustrator and Photoshop) experience

### **Additional Requirements**

All Virginia Arts Festival employees must be fully vaccinated against COVID-19.

Please send cover letter, resume, and three references to [afilervogt@vafest.org](mailto:afilervogt@vafest.org).

No phone calls please. Recruitment will continue until the position is filled.