

# HOUSTON SYMPHONY

**Job Title: Special Events and League Liaison Officer**

**Department: Development**

**Reports to: Director of Special Events**

**Status: Full-time, Exempt**

**Salary: \$50,000 - \$55,000 annually**

**To apply, please click on the link below:**

<https://www.paycomonline.net/v4/ats/web.php/portal/5DF197CB483F38559B6F80A2C5C8B953/jobs/325951>

## **Summary:**

The Special Events and League Liaison Officer serves as the primary connection between the Houston Symphony and the Houston Symphony League, ensuring strong communication, collaboration, and support between staff and volunteer leadership. This role supports the planning, coordination, and execution of League activities and events, strengthens volunteer engagement, and upholds the mission, values, and goals of the Houston Symphony. In addition, this person also plays a vital role in the Special Events office working on logistics related to the Symphony's three major fundraising events.

The ideal candidate is relationship-focused, highly organized, and passionate about supporting a vibrant community of volunteers who advocate for music education, fundraising, and community engagement.

## **Essential Job Functions:**

### League Relations (day-to-day responsibilities)

- Serve as main point of contact within Houston Symphony Society (HSS) Staff for Houston Symphony League (HSL) leadership including:
  - Contact point for League's volunteer coordinators regarding HSL opportunities
  - Serve as liaison between League Board and HSS Finance for all League financial needs including:
  - Work with the HSL VP of Membership to track incoming member
  - Serve as HSS staff liaison at HSL board and membership activities and meetings
  - Book Houston Symphony musicians for events, following input from HSL
  - Maintain current information and coordinate updates as necessary for League and HSS volunteering pages on the Houston Symphony's website

### League Events

- Attend all major League events
- Coordinate HSL events in collaboration with HSL event chairs
- Track RSVPs, create graphics/communications if needed

### League Fundraising

- Spearhead strategic fundraising priorities for HSL, including Annual Fund support and HSL special projects
- Identify HSL members who may be prospects for major gifts and/or planned gifts

### Volunteer Services

- Work with HSL President and VP of Volunteers to grow HSL volunteer involvement with Family Concert, Student Concert, and Concert Concierge

### General Responsibilities

- Attend performances and donor events as required
  - This includes Student Concerts, League Events, Concert duty
- Other duties as assigned

### **HS Special Events**

- Assist with the planning and execution of live, silent, and online auctions in support of the HS major events including soliciting and steward auction items, manage auction software, item tracking, display creation, mobile bidding logistics, and auction-night operations
- Assist with planning and execution of galas, donor receptions, cast parties, season launches, backstage tours, and special audience-engagement events
- Help create event timelines, run-of-show documents, program scripts, seating charts, and event staffing plans
- Assist with venue logistics, décor, catering, A/V needs, and guest flow as needed
- Other duties as assigned

### **Qualifications**

- Bachelor's degree preferred
- Outstanding organizational and creative problem-solving skills
- Ability to work in a fast-paced environment with changing priorities
- Great attention to detail and ability to handle multiple projects while maintaining an outstanding standard of quality and accuracy in completion of job functions
- Strong interpersonal skills and ability to maintain diplomacy and tact while interacting with a diverse group of individuals
- Excellent written and verbal communication skills
- Excellent computer skills
  - Proficiency in Microsoft Outlook, Microsoft Office, and Canva
  - Basic experience in Tessitura
- Ability to work some evenings and weekends
- Interest in and knowledge of classical music is a plus