

Director, Special Events (Full-Time)
Salary: \$85,000–\$110,000 annually

The Opportunity:

Reporting to the Chief Philanthropy Officer and serving as a key member on the development team, the **Director of Special Events** will oversee the strategy, planning, and execution of a comprehensive calendar of fundraising events, patron cultivation activities, performance-related hospitality, and institutional celebrations. This individual will bring fresh, innovative thinking to enhance Houston Ballet's event portfolio, ensuring that every experience reflects the artistic excellence, sophistication, and ambition of Houston Ballet.

The Director of Special Events will lead all aspects of event management, including budgeting, logistics, vendor and venue coordination, volunteer engagement, sponsorship fulfillment, guest experience, and cross-departmental collaboration. The successful candidate will partner closely with development colleagues to support donor cultivation and stewardship goals, maximize fundraising opportunities, and identify creative ways to expand corporate and community engagement through events. The Director of Special Events is responsible for the overall management of the Onstage Dinner, Nutcracker Market, Ballet Ball, Nutcracker Market SPRING and Raising the Barre.

This is a remarkable opportunity for a dynamic and detail-oriented leader to build upon the strong foundation established by Houston Ballet's development team while helping shape the next generation of unforgettable patron experiences and philanthropic events. The successful candidate will bring strategic vision, creativity, professionalism, and a passion for the performing arts to further strengthen Houston Ballet's culture of philanthropy and community engagement.

This role requires evening and weekend availability to support performances, special events, and donor engagement activities.

Duties and Responsibilities:

- Work closely with the Chief Philanthropy Officer and other directors within the development department to formulate the future direction of special events fundraising efforts for Houston Ballet in alignment with Houston Ballet's strategic plan
- Provide leadership, professional expertise, and direction in the planning and execution of high-quality events and functions
- Prepare, manage and monitor budgets.
- Manage a personal portfolio of donors and prospects including special event chairs, in addition to Nutcracker Market Chairmen and Committees
- Provide high-level oversight of the Houston Ballet Guild
- Supervise Houston Ballet special events staff and fundraising efforts and ongoing strategy to maximize special events contributed revenue for Onstage Dinner, Ballet Ball and Raising the Barre
- Oversee Nutcracker Market and special events staff and areas of responsibility for Nutcracker Market and Nutcracker Market SPRING including timeline and calendar, operations/logistics, communications, marketing and PR, décor, Market special events and patron engagement
- Effectively manage and mentor staff including as necessary the recruiting and hiring of qualified team members
- Provide training and guidance to ensure that employee performance expectations are clearly communicated and that performance is appraised on a regular basis fostering growth and development of employees
- Operate as an integral member of the Development Department team
- Other duties as assigned

Qualifications:

- Bachelor's Degree or higher degree required
- Minimum of eight years of development experience with five or more years of individual giving and special events experience
- Strong verbal, written, and interpersonal communication skills
- Strong presentation skills
- Ability to manage multiple tasks, prioritize work and be able to meet tight deadlines
- Ability to analyze cost effectiveness of programs
- Knowledge of database, Internet, spreadsheet, and word processing software

Benefits:

Houston Ballet presents an enticing benefits package for eligible full-time employees, including:

- **Healthcare Benefits:** Embrace our comprehensive coverage for medical, dental, and vision care. Choose from plans with low-cost or zero monthly premiums, complemented by provisions for paid life and AD&D insurance, and versatile spending accounts.
- **Retirement Plan:** Secure your future through our 403(b) plan, bolstered by a substantial 5% annual contribution from Houston Ballet, empowering you to save and thrive.
- **Paid Time Off:** Embrace a healthy work-life balance with 3 weeks of paid vacation, 10 paid sick days, and 10 paid holidays. Paid parental leave is also available to support your personal milestones.
- **Professional Development:** Fuel your career ambition with access to online training and professional growth resources specific to arts management, empowering you to advance your career on your terms.
- **Discounts and Perks:** Immerse yourself in the vibrant Houston performing arts scene with discounted and complimentary tickets to captivating ballet performances and other Houston theater district venues. Enjoy exclusive partnerships with local businesses and eateries for unforgettable experiences.
- **Wellness Programs:** Prioritize your well-being with access to our on-site gym and counseling services through our employee assistance plan, providing comprehensive support for your physical and mental wellness.

Inclusion, Diversity, Equity and Access Statement:

Houston Ballet is dedicated to creating meaningful change by cultivating a space that honors what is unique in all of us. Inclusion, Diversity, Equity, and Access (IDEA) are instrumental in the fulfillment of our mission and values. We recognize our responsibility to be an inclusive and open organization for students, artists, staff, trustees, and volunteers of all backgrounds.

We are an Equal Opportunity Employer. We provide equal employment opportunities to all applicants without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Join us, together we are Houston Ballet.

Core Values:

Our shared values are essential to our success as a world-class ballet company and academy. These values guide our decisions and behaviors and shape our culture.

- **EXCELLENCE:** We are passionate about results. Our programs are recognized and awarded for excellence. We are committed to delivering quality programs at the highest standard. Work in all departments matches the caliber of the programming on stage.
- **ENGAGED:** We are proud to be a part of a company that produces art and trains artists. We attend performances and are tremendous advocates for the education and community engagement programs we offer. We are all in and well-versed in the mission of Houston Ballet.
- **DRIVEN:** We are driven to take goals and run with them. We are excited to deliver results beyond expectations. We are accountable for our actions and work. We reinvent Standard Operation Procedures, leaving our jobs better than we found them. Much of our work product becomes the standard for individuals who will fill our roles in the years to come.
- **COLLABORATIVE:** We unite around Houston Ballets mission and support each other in reaching goals. We share information widely and generously and treat our team members, customers, and patrons with respect and sensitivity. We embrace inclusion, diversity, equity, and access. We recognize our responsibility to be an open, welcoming, and anti-racist organization where students, artists, staff, trustees, and volunteers of all backgrounds collaboratively learn, work and serve. We nurture the growth and understanding of how each of us fits into the larger picture and we celebrate organizational achievements.
- **PATRON-CENTERED:** Our patrons (subscribers/supporters/donors/stakeholders) are at the center of all we do and are at the top of our minds in our decisions and actions. Our patrons are delighted by the excellent customer service they receive at every interaction at Houston Ballet.

Apply Here:

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