

The Broad Stage seeks a creative, talented advancement professional for the role of Membership and Special Events Officer. In this role, you will join a team of energetic, enthusiastic, and smart professionals with a passion for the arts and the donor experience. Assuming this position, you bring your creativity, organizational skills, event planning, fundraising and electronic media skills as you manage a portfolio of Members, plan and execute Member events and lead the planning and production of the annual gala event.

#### About the Broad Stage

The Broad Stage is a premiere Santa Monica-based performing arts producer and presenter providing a platform for the world's most compelling artistic talent. A proud flagship of Santa Monica College the Broad Stage is one of Los Angeles' leading venues for world-class opera, theater shows, dance, film, musicals, symphonies, and chamber orchestras presented on one of Los Angeles' largest proscenium stages. The Broad Stage's intimate yet strikingly grand 499-seat venue combines the warmth of a small theater with the acoustics and staging of a grand hall. Working in partnership with Santa Monica College (SMC) the Broad Stage is part of the school's tradition of community service, providing educational programming, master classes and special events for students, at both K-12 and college levels.

Approaching a 15-year anniversary in 2023, we're expanding to meet a rapidly evolving set of needs for artists, audiences, community, and campus. Under the leadership of Artistic & Executive Director Rob Bailis, The Broad Stage is broadening its impact through a new artistic vision and expanded venue footprint, celebrating our shared humanity and expanding the role the arts play in the vitality of our diverse community. We believe that through the arts we can design the future we wish to see, evolving our work for a new day, and shaping a world in which we can all proudly live.

#### About the role

Reporting to the Director of Development, the Membership and Special Events Officer is an important frontline position responsible for managing a portfolio of donors, leading the planning and execution of annual fundraising and Member events, coordinating Member communications, and providing overall support at development events and other activities.

The Membership and Special Events Officer is a self-starter who works well with our team of four development professionals plus the Marketing and Artistic teams. The ideal candidate will be organized, agile and able to execute events with an attention to detail that matches the Broad Stage's dedication to high quality at every stage of the Member's and guest's experience. You are knowledgeable, skilled and bring knowledge of moves management, benefit fulfillment, events, donor research, donor acquisition and upgrades.

#### VACCINATION POLICY

The Broad Stage operates in facilities owned by Santa Monica College and is included in the campus COVID-19 vaccination program for employees which requires employees working on site to be fully vaccinated and to comply with all other safety measures, such as indoor masking and social distancing. In addition, the candidate selected for this position must be able to meet external contractual obligations regarding Covid safety set by touring artists and their companies, which requires that all personnel they come in contact with be vaccinated. As such, being fully vaccinated at the start of employment is a requirement of accepting the position.