



JOB DESCRIPTION

TITLE: Events Manager		FLSA STATUS: Full-time, Exempt	
REPORTS TO (Position): DIRECTOR OF DEVELOPMENT		HR REVIEW:	ISSUED: 6/2026 REVISED: 6/2026

I. **PURPOSE:** The Events Manager supports the Director of Development in planning, coordinating, and executing events for Hawaii Opera Theatre (HOT). This role oversees all aspects of event management, including donor events, Fall Fundraiser, Opera Ball, volunteer coordination, and STUDIO101 rental management. The ideal candidate is detail-oriented, highly organized, and skilled in managing budgets, timelines, and vendor relationships, with the ability to handle both small-scale and large-scale events.

II. **EDUCATION:** High School Diploma or equivalent

III. **EXPERIENCE:** Minimum one (1) year of related work experience.

IV. **REQUIRED QUALIFICATIONS:**

- Outstanding interpersonal skills with the ability to collaborate effectively with staff, artists, board members and volunteers.
- Strong organizational and project coordination skills, with the ability to manage multiple priorities under tight deadlines.
- Experience in planning and executing a wide range of events, from 20-500+ attendees, including fundraising events.
- Exceptional verbal and written communication skills, with strong copywriting and proofreading abilities.
- Proficiency in Microsoft Office; familiarity with Adobe Creative Suite and CRM software (e.g., Tessitura) is a plus.
- Experience managing volunteers and working within a budget.
- Availability for evening and weekend events.
- Ability to lift up to 45 pounds and perform duties safely.

V. **PREFERRED QUALIFICATIONS:**

- Experience with or willingness to learn HandBid auction management software and Tessitura CRM.
- Established community network is a plus.
- Familiarity with graphic design tools, print setup, and bulk mailing/mail merges.

VI. **ESSENTIAL RESPONSIBILITIES:**

Event Management:

- Plan, coordinate, and execute all HOT events, including fundraising galas (e.g., Opera Ball, Fall Fundraiser), donor events, and production-related gatherings.

- Manage all event logistics: invitations, RSVPs, decor, catering, volunteer coordination, and day-of operations.
- Serve as the day-of point of contact for all events, ensuring smooth execution and addressing any issues that arise.
- Coordinate with artistic, production, education, and marketing teams for event-specific needs.
- Track and update event invites, RSVPs, and attendance records in Tessitura, HOTA's CRM system.
- Event space management including cleaning/organizing the space and event supplies before and after events.
- Schedule event-related production meetings; creating agenda, sharing updates.
- Create staff/volunteer assignments for all events including set-up/tear down.

Opera Ball:

- Act as the liaison between staff, volunteers, committees, and vendors.
- Develop and manage event budgets, timelines, and goals, ensuring adherence to financial and logistical plans.
- Oversee contracts with venues, performers, designers, photographers, and other contractors.
- Delegate tasks to committee members and volunteers, ensuring accountability and progress tracking.
- Orchestrate check-in/check-out processes and silent auction logistics, including uploading photos and descriptions of items into HandBid.
- Facilitate pre-event preparations, including venue walk-throughs, compliance checks, and marketing material submissions.
- Host post-event debrief meeting to collect feedback and compile financial reports.

STUDIO101 Rental Management

- Manage all aspects of STUDIO101 event rentals, including inquiries, bookings, contracts, invoicing, and event coordination.
- Cultivate relationships with community organizations, artists, and corporate clients to increase venue utilization and revenue.
- Coordinate event logistics, vendor access, and facility operations.
- Work with Director of Marketing to market space availability.
- Develop and maintain a shared venue calendar for HOTA staff, ensuring accurate scheduling and preventing event and facility conflicts.
- Track rental activity, revenue, and feedback to support strategic planning and operational improvements.

Volunteer Coordination:

- Recruit, train, schedule, and manage volunteers for events and productions.
- Ensure clear communication and provide support to all volunteers, including those in front-of-house roles.

Administrative Duties:

- Manage inventory and order event supplies, including alcohol, linens, and decorations.
- Monthly reconciliation of company credit card against budget/chart of accounts.
- Submit and verify liquor license applications as needed.
- Maintain and update shared files and databases in SharePoint.
- Monitor the events@hawaiiopera.org email inbox and respond to inquiries promptly.

VI. EQUIPMENT OR MACHINES, IF ANY, THAT MUST BE OPERATED TO PERFORM THE POSITION ACCEPTABLY: Computer, printer, copier, telephone and other general office equipment and machines.

VIII. WORKING CONDITIONS: Primarily indoors with temperature and noise levels typical of this environment. Some events will take place outdoors with temperature and noise levels typical of this environment.

THIS JOB DESCRIPTION IS INTENDED TO BE AN OVERVIEW OF THE REQUIREMENTS FOR THE STATED POSITION AND IS NOT TO BE CONSTRUED AS ALL INCLUSIVE OF THE DUTIES, RESPONSIBILITIES OR REQUIREMENTS.

EQUAL OPPORTUNITY EMPLOYER (EOE)