

Orange County School of the Arts (OCSA) is an award-winning public arts charter school in Santa Ana, CA, celebrated for its unparalleled, rigorous academic program and pre-professional arts training. We have molded generations of creative thinkers, artists, scholars, innovators, and entrepreneurs over the past three decades. With a goal of serving more students, we opened our first sister campus in 2017, California School of the Arts – San Gabriel Valley (CSArts – SGV), in Duarte, CA.

We are seeking a new member to join our team: a high energy, super creative, detail-oriented individual who can support our strong reputation for producing the highest quality, most memorable and successful events of any kind. Under the supervision of the Senior Director of Special Events, the Special Events Associate assists in planning and executing all signature Foundation special events, group meetings and receptions, donor recognition events, private dinners, and other ad-hoc or school-wide events. This is a great opportunity for the right events professional, ready to grow in our fast-paced, innovative environment.

REPRESENTATIVE DUTIES:

- Works closely with the Senior Director of Special Events on developing the overall Special Events strategy, creating timelines, scheduling staffing needs, ensuring seamless execution with vendors, coordinating menus and venues, understanding budgets and contracts, facilitating auctions, and producing post-event reports
- Takes the lead on planning, logistics, and execution for select OCSA and CSArts-SGV Foundation support group events, receptions, meetings, and special classes
- Assists the Senior Director of Special Events with planning, logistics, and execution for all signature OCSA and CSArts-SGV Foundation events, including the annual Season Premiere, Gala, Season Finale, and other fundraisers
- Manages virtual auction site which includes writing, photographing and editing auction packages as well as overseeing the distribution of packages post-event
- Maintains inventory of regular special event supplies, including but not limited to: linens, beverages, signage, centerpieces, miscellaneous décor, etc.
- Manages part-time event support staff and volunteers (community leaders, parents, students)
- Collaborates with the Development team to coordinate invitation mailing processes, including: assembly, postage, sealing, and delivery to post office

- Performs other duties as assigned within the scope and responsibility and requirements of the position.
- Serves as an effective and enthusiastic ambassador to the community for OCSA

QUALIFICATIONS AND COMPETENCIES:

- Ability to work independently and under pressure to meet deadlines; be detail oriented while also managing the big picture
- Effective communicator with excellent verbal, written, and interpersonal skills
- Team player who is able to work independently with a positive attitude in high pressure situations
- Works effectively with a wide range of people, including media, Board members, volunteers, staff members, parents, business leaders, and community donors
- Self-reflective personality; desire to consider opportunities for improvement and maximizing success
- Strong computer skills with experience in Microsoft Word, Excel, Google Sheets and Outlook required
- Must be creative, innovative, energetic and a clear thinker, with the ability to analyze and resolve problems
- Understands and embraces the mission, vision, and values of the organization

EDUCATION AND EXPERIENCE: Bachelor's degree or 3 years of experience in special events is required. Experience working in a nonprofit, educational, arts organization, or hospitality industry environment is a plus.

WORKING CONDITIONS: Office environment; periodic evenings and weekends are expected based upon event calendars; moderate lifting up to 25 pounds. Regular attendance is considered an essential job function; the inability to meet attendance requirements may preclude the employee from retaining employment. Travel to other campuses and event venues, as necessary.

SALARY/BENEFITS:

Work year: 225 work days
Salary: Placement on the Associate Salary Schedule beginning at \$47,222.05
Benefits: Health, vision, and dental plans and state retirement plan CalPERS