



*Cincinnati Playhouse in the Park (CPIP) is an equal opportunity employer and encourages inquiries about this position from a broad spectrum of candidates reflecting the diversity of the community we serve.*

### **Events and Stewardship Manager**

Department: Development

Reports to: Chief Philanthropy Officer (in coordination with Associate Producer)

Status: Full-time

Schedule: Evening and weekend hours required

Salary: \$50,000

### **Position Overview**

The Events and Stewardship Manager is the primary staff lead for planning and executing all patron-facing events produced by the Development Department, while also serving as the strategic lead for donor stewardship experiences across the institution. The position oversees events from concept through execution and evaluation, ensuring a high-quality experience that deepens relationships with donors, sponsors, subscribers, and other supporters.

In addition, this position manages and serves as the primary contact for all outside rentals of Playhouse space as supervised by the Associate Producer. These events will be executed in coordination with Playhouse facilities, management, box office and the Director of Production where appropriate. This part of the job requires friendly customer service and collaborative work with internal Playhouse staff.

### **Key Responsibilities**

#### *Event Planning & Execution*

- Plan, manage, and execute all Development Department patron-facing events from start to finish, including budgeting, timelines, staffing, vendor coordination, and post-event evaluation
- Ensure each event delivers an exceptional guest experience and supports fundraising, cultivation, or stewardship objectives
- Develop event staffing plans and provide on-site leadership during events

#### *Stewardship Strategy & Implementation*

- Manage and coordinate all existing donor stewardship events, ensuring consistency, quality, and alignment with donor benefit structures

- Partner with Development leadership to design and implement new stewardship experiences that deepen engagement and increase donor retention
- Evaluate stewardship programming annually and recommend enhancements that reflect donor feedback and institutional growth
- Ensure fulfillment of sponsor and donor benefits tied to event experiences

#### *Vendor & Logistics Management*

- Manage relationships with all event vendors, including caterers, rental companies, venues, and service providers
- Negotiate contracts, pricing, and service agreements to ensure cost-effective, high-quality delivery
- Oversee event logistics

#### *Collaboration & Relationship Building*

- Serve as a professional and welcoming point of contact for donors, sponsors, and patrons during events
- Support volunteer leadership and committees associated with Development events

#### *Rentals*

- Meet/Work with Associate Producer to track rental income goals
- Respond to rental inquiries, including requests that are connected to group ticket orders.
- Give tours of space to potential customers
- Along with MD create and maintain price list for venues and inventory
- Provide quotes to customers for rental events, including potential labor needs in coordination with Director of Production and Patron Services Manager
- Book rental events and resources in Artifax
- Ensure proper staffing and resources during event rentals

#### **Qualifications**

- 2–3 years of experience in event planning or management; experience in fundraising or donor-focused events strongly preferred
- Demonstrated understanding of donor stewardship principles
- Strong organizational skills with exceptional attention to detail
- Outstanding interpersonal and communication skills
- Professional demeanor when working with high-level donors, sponsors, and Board members
- Ability to manage multiple priorities in a fast-paced environment
- Willingness to work evenings and weekends as required
- Bachelor's degree or equivalent experience

Cincinnati Playhouse in the Park is one of the nation's leading regional theatres, committed to producing bold, innovative work and serving as a vibrant cultural cornerstone for the Greater Cincinnati region. The Director of Institutional Giving will play a vital role in ensuring the resources necessary to sustain artistic excellence and expand access to transformative live theatre experiences.

While this description is intended to be an accurate reflection of the current position, it is not necessarily exhaustive of all responsibilities, duties, requirements or expectations of this position. Cincinnati Playhouse in the Park reserves the right to revise or amend this description based on business needs or changes to the work environment.

Employment is contingent upon successful completion of a background check.

**To Apply: Qualified candidates should submit a cover letter, resume and to Sneja.Tomassian@cincyplay.com.**