Overview:
The Wisconsin Chamber Orchestra (WCO) seeks a full-time Corporate and Events Marketing Manager to join our dynamic team to lead, grow, and execute our exciting concerts and events that support our bold $2MM+ revenue plan to sustain and grow our 60-year-old Wisconsin-based professional orchestra.

Reporting to the Chief Marketing Officer, the Corporate and Event Marketing Manager stewards relationships with key corporate sponsors and stakeholders, coordinates Concerts on the Square® premium dining table sales, serves as the event manager for fundraising and donor stewardship events, and provides administrative support for the WCO’s development (donor) program. Concert and event attendance on nights and weekends is required.

As the WCO and the orchestra field moves aggressively towards creating a more diverse, equitable and inclusive environment for all stakeholders, the work will be grounded in supporting efforts to dismantle barriers to participation, create welcoming environments for learning and discovery, and open the conversation for how the WCO enriches the community through music.

The Corporate and Events Marketing Manager position requires deep knowledge and understanding of relationship building and interpersonal skills, sound data management experience, and exceptional time and project management skills to lead the orchestra’s corporate partnerships and event initiatives. This individual contributor position is full-time hourly with benefits. Beginning annual salary for this position ranges from $40–45,000, depending on experience. Candidates with diverse experiences and backgrounds are encouraged to apply.

Who you are:
- At least 3 years of experience in business relationship management/development
- At least 2 years of experience in event management
- Proven track record in meeting budgeted fundraising/financial goals
- Experience leading teams through successful event management
- Strong project management and organizational skills
- Ability to work independently, take initiative, and be a part of a vibrant team
- Excellent written and verbal communication and presentation skills
- Knowledge and use of CRM database tools
- Attention to detail and problem-solving skills
- Experience working in the non-profit sector a plus
- Experience working in the arts a plus
- Candidates with diverse backgrounds and experiences encouraged to apply

Position Responsibilities:
ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:
The following are the primary/essential functions of the position, although are not all-inclusive.

- Corporate Marketing
  - Increase the WCO’s portfolio of corporate sponsorships (existing, prospective, lapsed) for the various concerts and productions, including Concerts on the Square, our winter Masterworks Chamber Series, and education programs
○ Lead the prospecting and targeting strategy of potential corporate sponsors
○ Manage and coordinate the marketing program, assets, and contractual requirements of all sponsorships with our corporate partners and the WCO marketing team
○ Manage and coordinate all premium patron table sales for Concerts on the Square, including existing relationships, sponsors, as well as developing new relationships with local individuals and businesses

• Event Marketing
  ○ Special event creation, development, and execution of all donor-focused events, including an annual gala, the premium table experience at Concerts on the Square, pre- and post-concert receptions, Cornerstone Society (top donor) events, and events and special experiences onboarding new donors
  ○ Create and manage our corps of volunteers associated with each concert or event, from recruitment, training, activation, retention

• Donor Program Support
  ○ Maintain accurate files and detailed donor contact records with the effective use of the Tessitura database to track donor and gift information
  ○ Monitor and report on progress and results toward fundraising and donor engagement goals
  ○ Work with the development team to accurately acknowledge gifts in a timely manner via thank yous and correspondence from the WCO

About the Wisconsin Chamber Orchestra:
Founded in 1960, the Wisconsin Chamber Orchestra (WCO) is one of the elite chamber ensembles in the United States and is dedicated to advancing Wisconsin communities through the transformative power of music. Under the direction of Maestro Andrew Sewell, the WCO leverages the unique characteristics of chamber music to bring a wide variety of repertoire to audiences in settings that range from the formality of the concert hall to the intimacy of smaller community venues and the open accessibility of parks and other public spaces. Through collaborations with regional performing arts groups and touring performances, the WCO extends its artistic programming to broader audiences and communities across Dane, Columbia, Jefferson, Waukesha, and Sauk counties.

The WCO is nationally known for its summer series Concerts on the Square®, drawing over 200,000 patrons annually to downtown Madison. Via its annual education programs including the Family Series, Young Artist Concerto Competition, and Super Strings program, the WCO provides artistic development opportunities for young musicians.

To learn more about the Wisconsin Chamber Orchestra visit www.wcoconcerts.org.

To apply, please email a cover letter and resume to Suz Brewer, CMO at suzbrewer@wcoconcerts.org.

Please apply by August 20, 2021 for best consideration.