



JOB DESCRIPTION

Title:	Events & Rentals Supervisor
Reports to:	General Manager
Classification:	Full-time, Non-Exempt
Pay Range:	\$25-\$32/hourly, based on experience
Location:	On-site at Cygnet Theatre's new location in Arts District Liberty Station, with some flexibility for remote work and occasional off-site work at community events and festivals
Review Date:	January 20, 2026

To apply: All applicants must submit their application through Indeed via [this link](#).

ABOUT CYGNET THEATER

Cygnet Theatre is one of San Diego's premier theatre companies, serving over 40,000 patrons annually with a nearly \$3M budget and growing. Having recently moved into our new location at the ARTS DISTRICT in Liberty Station, we seek dedicated and innovative professionals to help support our operations in this exciting new chapter.

At Cygnet, we believe in the power of theatre to inspire, ignite debate, and celebrate the human story. Join us in bringing this mission to life in our new, state-of-the-art venue!

POSITION SUMMARY

The Events & Rentals Supervisor is responsible for planning, coordinating, and executing all Cygnet Theatre events - including fundraising galas, donor receptions, opening nights, and community outreach activities. This position also manages external rentals at The Joan, serving as the primary point of contact for rental clients and coordinating with internal departments to ensure excellent experiences for renters and guests.

Working cross-departmentally, the Events & Rentals Supervisor ensures that all events and rentals reflect Cygnet's brand, mission, and high standards while strengthening community connections and helping drive revenue.

KEY RESPONSIBILITIES

Event Planning and Execution

- Plan and manage all logistics for all Cygnet events, donor receptions and community events.
- Work directly with donors and corporate partners to facilitate personalized private events.
- Build and maintain relationships with hospitality and restaurant partners.



- Coordinate internal and external stakeholders, including vendors, caterers, volunteers, and staff, to ensure seamless execution.
- Develop and manage event timelines, budgets, and run-of-show schedules.
- Oversee and execute event setup, décor, registration, guest experience, and breakdown.
- Ensure each event reflects Cygnet's brand, values, and artistic excellence.
- Organize volunteers and staff during working events.
- Collaborate with Marketing and Development to secure in-kind support.
- Work with Operations and Production to confirm space, logistics and technical needs.
- Create event diagrams and obtain necessary approvals.
- Manage inventories of event supplies, including beverages, tableware, and printed materials.
- Oversee event related communications and collaborate with Development and Marketing on event materials.
- Advise and assist marketing on event related operations such as community outreach events.
- Strike events and prepare supplies for upcoming functions.
- Requires flexibility to work evenings and weekends for events and performances.
- Track and report fundraising event outcomes.

Rentals Management

- Serve as the primary point of contact for all rental inquiries and client communication.
- Vet rental proposals to ensure alignment, scheduling, and operational capacity.
- Coordinate theater rental logistics with Production, including technical needs and access.
- Oversee concessions, house management, and ticketing needs for rentals.
- Develop and manage rental contracts, ensuring adherence to policies and safety standards.
- Collaborate with the Producing Director on feasibility and logistics for outside/non-theatrical event.
- Track costs for rentals with the Producing Director.
- When needed, oversee day-of rental operations, ensuring positive client experiences and smooth coordination between departments.

Fundraising and Donor Engagement

- Collaborate with the Development team to integrate fundraising elements into events including auctions, raffles, sponsorships, and paddle raises.
- Support donor cultivation by engaging donors and supporters at events and creating meaningful experiences that strengthen relationships.
- Assist with soliciting in-kind donations and sponsorships for events.

Administrative and Reporting

- Track events and rental-related expenses and reconcile budgets with the Finance Department.
- Maintain event guest lists, RSVP tracking, and attendance records in the CRM (Spektrix).
- Evaluate events and rentals success and prepare post-event reports with recommendations for improvement.

QUALIFICATIONS

Required Qualifications:

- 3+ years of experience in event or venue management, including hands-on execution in both front-of-house and back-of-house environments
- Proven experience producing and overseeing events of up to 300 guests



- Strong organizational, communication, and customer service skills
- Detail-oriented, driven for excellence, and adept at juggling multiple projects in a fast-paced setting
- Experience coordinating with multiple departments and managing client relationships
- Familiarity with event budgeting, vendor management, and contracts
- Flexibility to work evenings, weekends, and holidays as required
- Ability to work on-site at Cygnet Theatre's new home at The Joan in Arts District Liberty Station, with some flexibility for remote work and occasional off-site work at community events and festivals

Preferred Qualifications:

- Bachelor's degree in event management, hospitality, arts administration, or a related field
- Non-profit experience
- Experience with CRM and donor databases (Spektrix experience a plus)

EDUCATION, EXPERIENCE & CERTIFICATIONS

Required:

- Valid driver's license and reliable transportation (if applicable for off-site events)
- Food handler's certificate or willingness to obtain within 30 days of hire (if handling catering/concessions)
- Ability to lift and carry up to 25 lbs (for event setup/breakdown)

Preferred:

- Event planning certification (CMP - Certified Meeting Professional, etc.)
- Fundraising or development experience
- Experience with specific software platforms (Asana, Monday.com, etc.)
- Knowledge of ADA compliance and accessibility best practices for events
- Previous work in San Diego arts community
- Volunteer management experience

WORKING CONDITIONS:

- This position is primarily on-site at The Joan in Arts District Liberty Station.
- Some off-site work representing Cygnet at festivals and community events will be required.
- Frequent evening and weekend work is required to support performances, rentals, and special events.
- The role involves occasional lifting of up to 25 lbs, setting up event materials, and standing for extended periods during events.
- The work environment is fast-paced, collaborative, and hands-on, involving regular interaction with patrons, donors, vendors, and staff.

Cygnet Theatre is committed to diversity, equity, and inclusion. We encourage candidates from all backgrounds to apply. We are an equal opportunity employer and do not discriminate based on race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.