

**Position Title: Communications Assistant**

**Classification: Non-Exempt**

**Department: Communications**

**Reports To: Director, Public & Media Relations**

**Supervises: Not Applicable**

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**Responsibilities**

Provide general support to Communications staff including specific responsibilities for the following:

1. Coordinate photography (and video as needed) for organization, including scheduling and working with house photographers and media photographers for concerts/events; obtain clearances for photography at concerts/events and other media requests; choose photo “selects” for publicity and marketing uses and service photos as needed; schedule portrait sittings for new Orchestra members; maintain Orchestra Portrait Gallery on the Grand Promenade; assist with organization of annual Orchestra Portrait.
2. Assist with coordination of interviews and other tasks pertaining to weekly radio broadcasts, as well as podcasts as needed (e.g. arrange interviews with guest artists, key internal figures). Write monthly press releases regarding radio broadcast schedule.
3. Coordinate all publicity efforts and materials for the summer Parks Concerts, including liaising with media, sponsors, Operations Department, NYC Parks Department, and vendors (e.g., T-shirt). Responsible for media pitches and coordination with major print and TV outlets, borough, ethnic and regional publications.
4. Assist with logistics and implementation of major events (e.g. press conferences, receptions, galas).
5. Assist with brainstorming and developing media pitches for subscription concerts and run-outs; help cultivate relationships with key journalists; arrange interviews; assist with social media administration.
6. Writing assignments as needed, such as some press releases and other press materials (i.e. holiday release, season “chron”)
7. Review major papers and online news sources daily for reviews, feature articles, and other significant pieces pertaining to the New York Philharmonic, its musicians, and others involved with the Orchestra. Distribute pertinent clips via e-mail on a daily basis, and compile all press activity.
8. Coordinate electronic distribution of press releases.
9. Performance press duty (press ticket distribution, escorting photographers and news crews).

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**Requirements**

College degree and previous office experience (preferably in public relations/communications) and computer proficiency. Ability to work in deadline-oriented, multi-tasking environment. Good writing skills and organizational abilities. Professional telephone manner and a sense of “appropriateness” in representing the Philharmonic. Proficiency with Photoshop, knowledge of HTML and general tech “savviness” preferred. Knowledge of classical music preferred.

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