Founded in 1842, the New York Philharmonic is the oldest symphony orchestra in the United States, and one of the oldest in the world. Each season the Philharmonic connects with up to 50 million music lovers through live concerts in New York City and on its worldwide tours and residencies. David Geffen Hall, the home of the Philharmonic, is currently under renovation and the orchestra is performing in several different venues this season. The new hall will re-open to the public in the fall of 2022 with state-of-the-art acoustics and more inviting spaces.

The New York Philharmonic seeks a **Content Editor** who is responsible for the institutional press releases and biographies. The candidate will craft and review Philharmonic promotional copy, including for website and marketing needs; contribute to the editorial pages of the monthly *Playbill* program magazine and special publications and collaborate with department staff on media matters.

**Responsibilities include:**

- Write and / or edit the institution’s press releases, including overseeing season announcement materials, and What’s New (the Philharmonic’s blog, to include posts with announcements and online slideshows for special events, tours, memorial tributes)
- Maintain and update the biographies of the Philharmonic, Music Director, President & CEO, Board Co-Chairmen, and musicians of the Orchestra.
- Interview Philharmonic musicians for *Playbill* and online Q+As.
- Lead Publications representative in discussions of nyphil.org, including participating in Web Committee, coordinating homepage presence of announcements, and proofreading content across the site.
- Support promotional video interviews for social media, etc.
- Contribute to the editorial section of the monthly *Playbill* magazine; includes writing copy for specific features and providing editorial assistance.
- Support the creation of special publications such as the Annual Report, Fact Book, and commemorative booklets; includes writing, photo selection, editing, and proofreading.
- Proofreading for the organization and sharing equitably in press duty for concerts and public relations events.
- Miscellaneous duties as assigned.

**Requirements:**

Bachelor’s degree, with a minimum of three years’ writing and editing experience with specific experience writing press releases and promotional copy; excellent organizational skills, with the ability to handle multiple deadlines, work under pressure, and interact with a wide variety of people. Strong music background (music degree or equivalent), discretion, and a commitment to accuracy are essential. Commitment to valuing diversity and contributing to an inclusive working environment.
The New York Philharmonic offers a competitive salary and comprehensive benefits package to our full-time employees including:

- Medical Dental and Vision coverage
- Employer contributions to the 403(b) plan after one year of employment
- Employer paid Life and Disability insurance
- 12 Holidays
- 20 Vacation days in 3rd calendar year of employment

Please submit a resume and a cover letter along with your salary expectations to resumes@nyphil.org.

No phone calls, please. Although we appreciate your interest, we will only contact applicants we are considering for interview.

*The New York Philharmonic is an Equal Opportunity Employer and does not discriminate on the basis of age, immigration or citizenship status, color, disability, ethnicity, gender, gender identity, marital and partnership status, national origin, race, religion, sexual orientation, veteran or active military service member or any other characteristic protected by federal, state or local laws in its employment policies.*