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 **Board Liaison** to serve as a key member of the Development team. The Liaison will be an experienced administrative professional with the skills to multi-task, effectively communicate across multiple channels, and manage-up to several members of the Senior Staff.

**Responsibilities:**

- Work directly with the Executive, Finance and Development offices.
- Provide concierge support to Board members both collectively and individually.
- Provide additional administrative support for the Senior Development Team.
- Manage the creation, approval, and distribution of communications to the Board and Committees.
- Schedule and run operations for all Board and Committee meetings.
- Prepare agendas, minutes, resolutions, and presentations for distribution for all Board and Committee related meetings.
- Schedule and manage the operations of new Board members’ orientation.
- Work with Senior Development Team to secure Board contributions.
- Oversee compliance with by-laws and Board resolutions.
- Maintain Board related official records and archives.
- Participate in special events as needed and attend concerts throughout the season on weeknights and weekends.
- A commitment to valuing diversity and contributing to an inclusive working environment is required.
- Miscellaneous duties as assigned.

**Requirements:**

Bachelor’s degree required. Minimum of 7 years administrative experience, working with high-profile individuals, preferably in a large institutional environment. Excellent oral and written communication skills and strong computer skills required. Knowledge of classical music and
Tessitura (or equivalent CRM database) is helpful. Self-motivation, fastidious attention to detail, and a collaborative personality are important for the Liaison’s success.

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.