The New York Philharmonic connects with up to 50 million music lovers each season through live concerts in New York and around the world, as well as broadcasts, recordings, and education programs. The 2022–23 season marks a new chapter in the life of America’s longest living orchestra with the opening of the reimagined David Geffen Hall and programming that engages with today’s cultural conversations through explorations of HOME, LIBERATION, SPIRIT, and EARTH, in addition to the premieres of 16 works. This marks the return from the pandemic, when the NY Phil launched NY Phil Bandwagon, presenting free performances across the city, and 2021–22 concerts at other New York City venues.

The New York Philharmonic seeks a part-time Administrative Assistant to provide administrative support to the Director, Customer Relations and assist with other duties within the department as needed.

Responsibilities:

- Provide administrative support: maintain files; ensure upkeep of office; order office supplies; oversee incoming mail and research returned mail; organize outgoing mail and shipments.
- Perform data entry and general clerical work. Draft correspondence as needed.
- Manage database of partners for outreach offers of tickets.
- Field donation requests from non-profit organizations; generate and track vouchers for donations.
- Process invoices and update budgets accordingly.
- Assist customers as needed during busy periods.
- A commitment to valuing diversity and contributing to an inclusive working environment is required.
- Miscellaneous duties as assigned.

Requirements:

The candidate will have previous administrative experience with outstanding communication and organizational skills, and the ability to handle multiple tasks simultaneously. Proficiency with MS Word, Excel, and Outlook essential; experience with the Tessitura ticketing system is preferred. Must be reliable and able to work onsite.
at David Geffen Hall, Monday to Friday from 10:00am to 2:00pm. An enthusiasm for orchestral music is helpful.

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.