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 **Communications Assistant** to provide general support to the Communications staff.

**Responsibilities:**

- Coordinate, collect, and file photography and video for organization. Responsibilities include scheduling and working with house photographers and media photographers for concerts / events; notifying stakeholders about scheduled shoots; obtaining clearances for photography at concerts / events and other media requests; choosing photo “selects” for publicity and marketing uses and service photos as needed; scheduling portrait sittings for new Orchestra members; maintaining Orchestra Portrait Gallery; and coordinating annual Orchestra Portrait.
- 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 on a weekly basis, and compile all press activity. Maintain a list of the best critical acclaim from press coverage.
- Assist with logistics and implementation of major events (e.g. Opening Night press reception, season announcement press conference, Galas, etc.).
- Maintain and organize media database and lists (Tessitura).
- Share responsibilities, including media ticket distribution and photographer supervision, for concerts and events throughout the year, including “all hands on” events (such as Concerts in the Parks, Opening Night, Galas, season announcement press conference, etc.).
- A commitment to valuing diversity and contributing to an inclusive working environment is required.
- Miscellaneous duties as assigned.
Requirements:
College degree with minimum of one year (or equivalent) office experience (preferably in PR/communications). Ability to work in deadline-oriented, multi-tasking environment. Good writing skills and organizational abilities. Professional manner, discretion, eagerness to learn, and general tech “savviness” (e.g. Photoshop proficiency, HTML knowledge, social media experience) required. Knowledge of classical music preferred.

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.*