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 **Director of Special Events**. With the renovation of David Geffen Hall, the New York Philharmonic is poised for a chapter of transformation, and exciting growth and development. As a senior leader on the Development Team, the Director of Special Events will develop a strategic plan for the department, generating new business, communications, and planning and managing events. Leading and mentoring a small team, the selected candidate will work closely with Senior Leadership and the Board to develop a series of high-level events when the renovated Hall opens. Additionally, this person will manage three to four cornerstone events and oversee the team’s activities in executing about 30 virtual and in-person events annually.

**Responsibilities include:**

- Create overall special event strategy and calendar of events that aligns with contributed revenue, cultivation, and stewardship goals.
- Overall responsibility for successful execution of the Opening Night, Lunar New Year, and Spring Galas, and other cultivation and stewardship related events throughout the season, including but not limited to the Heritage Society Tea, Leonard Bernstein Dinner, and a Young New Yorker gala.
- Negotiate with venues, consultants, and vendors to secure rates that enhance budgets.
- Oversee the post-event coordination including but not limited to debrief meetings, recognition to key constituents, financial reporting, and data transfer.
- Inform and update staff members and other involved parties throughout the event cycle.
- Manage consultants and vendors prior to and during the event to ensure flawless efficiency.
- Monitor and analyze donor and prospective donor participation in events, including ROI.
- Thorough knowledge and ability to implement current technology and best practices associated with Special Events to surpass fundraising goals.
- Write event briefings and disseminate to staff, events hosts, speakers, and others as needed.
- Collaborate and regularly report to the Development leadership to determine annual budget goals and activity from special events.
- Perform other job-related responsibilities as requested or assigned by the Development leadership.
- Miscellaneous duties as assigned.

**Requirements:**

A strategic thinker with 10 years of progressive experience in event planning and raising funds from individual and corporate donors, preferably in a large institutional environment; a college degree; strong analytical skills; exceptional written and oral communication skills; and proven success in raising funds. Enthusiasm for classical music and knowledge of Tessitura 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.*