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 **Program Coordinator, Education** to provide support for Philharmonic Schools, Very Young Composers™, and Very Young People’s Concerts®. The position will handle department administration and finances and support special projects.

**Responsibilities:**

- Coordinates New York Philharmonic musician coaching’s for school orchestras, bands and other ensemble programs.
- Manages sales and front-of-house for Young People’s Concerts® for schools and other related activities. Process all financial transactions of the department, including invoicing, coding expense and income, and routing paperwork.
- Work with Manager of Teaching and Learning and Manager of Very Young Composers to support in-school and on-site activities and teaching artist faculty members.
- Coordinate engagement of musicians for the Philharmonic’s community-based activities, including our Young People’s Concerts®, Youth Mentorship Program, Clinics, Workshops and Masterclasses, process payments and invoices for partner organizations.
- Oversee front-of-house pre-concert events in coordination with the Philharmonic’s Volunteer Corp.
- Coordinate activities for Young People’s Concerts® for schools, including invoicing, school registration, and management of front-of-house staff.
- Manage attendance for Open Rehearsals and other related activities for students and pre-professional musicians.
- Assist in hiring and managing workflow for intern(s).
- A commitment to valuing diversity and contributing to an inclusive working environment is required.
- Miscellaneous duties as assigned.
Requirements:
A minimum of 2 years of administrative experience, strong organizational skills, the ability to prioritize and manage multiple activities, excellent communication and interpersonal skills, experience with billing and/or payables. Musical background is a strong plus.

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.*