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 **Special Events Associate** who is responsible for event management and provides administrative support and general assistance to the New York Philharmonic’s Office of Special Events.

**Responsibilities:**

- Supporting the Special Events team in all aspects of event planning and execution for 3-5 major fundraising events annually, including tracking fundraising progress, coordinating mailings and invitations, drafting and printing event programs, place cards, and other documents, acknowledging incoming gifts and tracking outstanding pledges related to fundraising events, preparing invoices and tax acknowledgements, and maintaining database records.
- Overseeing the planning and execution of numerous cultivation and stewardship events throughout the season by managing lists, sending invitations and follow ups, recording responses, liaising with vendors, and developing event timelines and runs of show.
- Performing general administrative duties for the Special Events Department, including maintaining budgets, submitting invoices, and managing the Special Events calendar and supplies inventory.
- Works as part of the Special Events team to staff other Philharmonic events each season.
- A commitment to valuing diversity and contributing to an inclusive working environment is required.
- Miscellaneous duties as assigned.

**Requirements:**

Minimum of two years event management and/or administrative experience; high proficiency with MS Office, Excel, mail merges, budgeting, and Tessitura or similar database; strong communications, grammar and editing skills; ability to work collaboratively, discreetly, and professionally with strong project management and organization skills. Must be extremely detail-oriented and have the ability work independently, handle shifting priorities, and manage projects through to completion. Some nights and occasional weekends will be required. Experience producing hybrid events is helpful.
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.*