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 an Administrative Assistant to provide administrative and general support to members of the Development senior team: the SVP of Philanthropy, Vice President of Inaugural Activities & Campaign, Senior Director of Development, Director of Board Relations, Director of Philanthropic Planning & Partnerships.

Responsibilities include:

- Provides administrative support to the members of the Development senior team: manages calendars, phones, travel and expenses.
- Provide general office assistance: answer phones, direct calls, distribute mail, maintain files, prepare/code and process invoices for payment, order supplies as needed. Maintain log of Department vacation and sick days.
- Data entry into the organization’s CRM, Tessitura, of the activities of the SVP of Philanthropy including donor correspondence, call reports, meetings and solicitations, etc. as well as similar activities of the senior team members when relevant.
- Write letters, memos and other correspondence as needed.
- Miscellaneous duties as assigned.

Requirements:
A college degree or equivalent experience required as well as a minimum of 5 years of administrative support experience; excellent communication and organizational skills; superior knowledge of Word, Excel, Zoom and a CRM (Tessitura preferred) as well as the ability to handle highly confidential information with discretion while working with a wide variety of people. Experience supporting multiple executives and an enthusiasm for classical music is a 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
- Up to 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.