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 Marketing Assistant to join the Marketing Department. This role will report to the Marketing Manager and support the Marketing area in its robust brand, relationship, and promotional efforts.

**Responsibilities include:**

- Support the Marketing Department in coordinating promotional efforts for all New York Philharmonic series across channels—including paid media such as digital, broadcast, and print advertising, and owned channels.
- Support the Marketing Manager with documentation of cross-channel promotional and advertising plans and budget across the department.
- Support the Marketing Manager in requests for assets across advertising and content channels and organizing material due dates and specs with vendors.
- In collaboration with the Marketing Manager, execute research of and outreach to third party and community partners with the intent to secure and grow cross-promotional relationships.
- Assist with tracking the department budget including processing vendor invoices and actualizations. Assist in gathering analysis and reporting across channels.
- Participate in brainstorming promotional and content ideas for live events, digital properties, and more.
- Work closely with designers to assist reviewing and routing marketing materials as needed.
- Maintain and create local business partnerships for our Subscriber and Donor Premium Rewards Program.
- Track and catalog promotional samples for reference.
- Assist with at-venue Marketing activities, including loyalty marketing initiatives and on-site activations and activities.
- Department administrative support, including fielding external Marketing inquiries, preparing meeting agendas and supplies, calendar maintenance, and one-off reporting.
- Miscellaneous duties as assigned.

**Requirements:**
A college degree or equivalent experience required. Experience working in a fast-paced environment, strong communication skills, both written and verbal. Solid experience with Microsoft Office suite (Word, Excel, PowerPoint) and knowledge of music or arts marketing. Commitment to valuing diversity and contributing to an inclusive working environment.
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.