The New York Philharmonic seeks a **Project Manager, Digital** who will work across the organization to steward various digital projects and products, from inception to execution. Duties include requirements gathering, testing, and knowledge sharing. The position will also provide data analysis, lead content production in the CMS, and manage relationships with outside agencies.

Responsibilities include but not limited to:

- Lead content production for nyphil.org.
- Work across the organization to identify gaps in knowledge and lead special initiatives.
- Lead digital projects through the project cycle (initiation, planning, execution, and closure) using quantifiable and experiential reasoning.
- Lead and manage cross departmental web committee meeting.
- Work with Director to identify areas of improvement on nyphil.org to ease friction points, deepen engagement, and grow revenue using the following tools: FullStory, Google Analytics, Chat Transcripts, personas, and other customer feedback mechanisms.
- Assist with definition of scope, goals and deliverables of digital projects.
- Create project schedules and timelines.
- Track internal and external deliverables.
- Provide reporting, documentation, analysis, and project post-mortems.
- Manage quality assurance testing of new functionality and regression testing on digital projects.
- Lead digital aspects of annual season launch on nyphil.org.
- Oversee development and strategy of NY Phil intranet.
- Lend digital expertise to other departments where there is not an explicit digital strategist on staff.
- Miscellaneous duties as requested.

The ideal candidate will have 3-5 years leading digital projects, preferably in an arts organization and 3-5 years of digital project management experience. Excellent organizational and analytical skills, with a keen attention to detail. Experience tracking budgets and content production in a fast-paced environment and working knowledge of Sitecore or similar CMS. Ability to produce under deadlines and work independently and effectively. Knowledge of product development best practices including UX, UI, accessibility, and online engagement. Knowledge of Tessitura preferred.

Please submit a resume and a cover letter along with your salary expectations to resumes@nyphil.org.