

Assistant Director of Special Events

The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.

The Assistant Director of Special Events will be responsible for the planning, executing, and fundraising for the Museum's 4-5 annual events as well as project manage opening receptions for special exhibitions. This position will report directly to the Director of Special Events.

Roles and Responsibilities:

Responsibilities for this position include but are not limited to:

- Work with and support the Director of Special Events with development and execution of the Museum's signature fundraising events including: collateral, vendor negotiations, contracting, event ticket purchases, and on-site event management
- Partner with the Director of Special Events on development and implementing a Special Events fundraising strategy plan to further increase Special Event revenue, event attendance and support, and work with the Individual Giving team to cultivate event attendees to become annual supporters of the Museum
- Manage processes to ensure all event collateral are being produced and received by the appropriate constituents in a timely manner
- Oversee and manage staffing at signature events
- Follow up with event attendees post-event to solidify pledge payment/contributions
- Secure bills from outside vendors for timely payment; update budgets
- Draft thank you/tax receipt letters for donors and invoices for outstanding pledges
- Manage logistics and interdepartmental relationships for all opening receptions; including creating timelines for collateral, contracting outside vendors, keeping RSVP lists and on-site event management
- Assist other development staff with various event logistics for small cultivation events

A successful candidate will have:

- Bachelor's degree or equivalent combination of experience and education
- Minimum of at least five (5) years of experience on special event and major fundraising galas
- Must have strong interpersonal skills, positive disposition with decision-making deftness
- Excellent computer skills including, Word, Excel and PowerPoint
- Database experience preferred (Altru)
- Excellent written and verbal communication skills
- Detail-oriented and well-organized, with the ability to work autonomously and meet tight deadline
- Must be a team player
- Ability to take on initiative and be hands-on with all aspects of event preparations and logistics
- Ability to work some late nights.

BENEFITS

Excellent benefits package, including a defined benefit pension plan as well as a 401K savings plan.

HOW TO APPLY

Please email your resume and cover letter to the Museum of the City of New York Attention: Human Resources Department to jobs@mcny.org. To be considered, please include **Assistant Director of Special Events** within the subject line of your email.

The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.

The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.