



## **Manager, Special Events**

*The Museum of the City of New York fosters understanding of the distinctive nature of urban life in the world's most influential metropolis. It engages visitors by celebrating, documenting, and interpreting the city's past, present, and future.*

The Manager of Special Events is an essential member of the Development team that will be responsible for assisting in the planning, execution, and fundraising for the Museum's fundraising events as well as smaller cultivation events and events for the Museum's young professionals' group. The ideal candidate will be available to work occasional late nights and weekends. This is a full-time, regular, position that reports directly to the Director, Special Events.

### **Roles and Responsibilities:**

- 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, program/run of show implementation and on-site event management.
- Assist the Director of Special Events with developing and planning events and engagements for the Director's Circle, the Museum's event-driven committee of young professionals
- Manage process to ensure all event collateral are being produced and received by the appropriate constituents in a timely manner
- Assist in the management of staffing at events
- Work with in-house Marketing team to develop and execute digital and social media promotion of signature events to increase exposure for the Museum
- Manage and maintain budgets including expenses, payments, and pledges
- 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 membership events, opening receptions for special exhibitions, and smaller donor events
- Perform other duties as needed

### **A successful candidate will have:**

- Bachelor's degree or equivalent combination of experience and education
- Minimum of 5 years of experience on special event and major fundraising galas
- Must have strong interpersonal skills, positive disposition with decision-making deftness
- A commitment to diversity, equity, and inclusion and a passion for advancing equity and addressing structural racism within nonprofit organizations
- The desire to work in a collaborative, supportive environment
- The adaptability to work flexibly, including taking the lead on certain projects, working independently on others, and asking for guidance and assistance
- Excellent written and verbal communication skills
- Experience with Microsoft Office preferred

## Physical Requirements & Work Environment

This role requires being stationary for 75% of the time and navigating office and museum environments. Proficiency in operating office equipment and occasionally lifting up to 25 pounds is essential, along with significant wrist, hand, and finger movements. Strong visual acuity (close, distance, color, and peripheral vision) is necessary for tasks like data analysis and computer use. Occasional outdoor work, including heat or cold, and travel within the five boroughs may be required.

## BENEFITS

The salary for this position is \$70,000. The position offers a competitive benefits package including medical, dental, vision, FSA, HSA, life insurance, 401K and pension plan, short and long-term disability, critical illness, accident insurance, legal services and pet insurance, and Employee Assistance Program. The Museum has a generous paid time off policy including 12 sick days per year, vacation and 13 holidays. Your employment relationship with the Museum qualifies you for free or discounted admissions to other participating cultural institutions.

## 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](mailto:jobs@mcny.org). To be considered, please include **Manager, 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 or expression, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race (including traits historically associated with race, such as hair texture and style), religion (including attire, clothing or facial hair worn in accordance with religious requirements), sex (including pregnancy, childbirth or related medical conditions and transgender status), 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. The Museum complies with applicable state and local law governing nondiscrimination in employment which prohibits discrimination and harassment against any employees, applicants for employment or interns, as well as contractors, subcontractors, vendors, consultants, other individuals providing services in the workplace or their employees in every location in which the Museum has facilities.*