
THE SHED

423 W 55th Street, 7th Floor
New York, NY 10019

Job Description: Special Events Associate

OCT 05, 2018

About The Shed

Opening in spring 2019 where the High Line meets Hudson Yards on Manhattan's west side, The Shed will be dedicated to commissioning, producing, and presenting the full spectrum of performing arts, visual arts, and pop culture. From hip hop to classical music, painting and sculpture to literature, film to theater and dance, The Shed will bring together leading artists and thinkers from all disciplines under one roof. The building—a remarkable movable structure designed by Diller Scofidio + Renfro in collaboration with Rockwell Group—physically transforms to support artists' most ambitious ideas. Committed to nurturing artistic invention and bringing creative experiences to the broadest possible audiences, The Shed, led by Artistic Director and CEO Alex Poots, will be a 21st-century space of and for New York City.

About the Position

The Shed seeks a Special Events Associate to plan, execute, and manage external rental events, internal events, and fundraisers. This position will have a specific focus on The Shed's rental program, helping to build the program from the ground up, market the space, and manage rentals onsite.

The ideal candidate has a track record of success in event planning and/or client management and must have familiarity with the landscape of the New York City events industry, including an understanding of venue management, vendor coordination, budgeting, and operational protocol for planning and producing events.

Key responsibilities include, but are not limited to

- Supports the Director in the execution of all pre-opening and opening events (on-site at The Shed and off-site) including cultivation events, stewardship activities, VIP access opportunities, fundraising occasions, galas, and parties
- Plans, executes, and manages ongoing events inclusive of The Shed's internal events and major fundraisers, external rentals, and programming opening events
- Supports the Director with managing The Shed's rental program
- Tracks and updates rental inquiries weekly
- Prepares customized rental estimates based on varying budgets and specified needs

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- Responds to multiple rental inquiries on daily basis
- Solicits rental clients through monthly e-blast, emails, and phone calls
- Negotiates estimates and contracts with clients and vendors
- Orders and schedules vendors, such as caterers, florists, musicians, and coordinates logistics and deliveries for all internal special events
- Writes work orders in coordination with Security, Operations, and Production
- Works closely with Security and Operations before and during event
- Organizes site visits and meetings and writes meeting agendas
- Tracks rental payments including deposits and final payments
- Assists with seating and escort cards for all Shed fundraisers
- Guides vendors on how and where to work in the space
- Guides rental clients on what works best for events in The Shed, including ensuring client requests stay within special event guidelines and policies
- Manages and assigns event staffing

Qualifications and Qualities

- Bachelor's Degree required
- Minimum of two to three years relevant event management experience, or equivalent
- A demonstrated ability to work collaboratively as part of a highly motivated, energetic team
- Meticulous attention to detail and highest quality execution in all situations
- Ability to multi-task, and work well under pressure and in a fast-paced environment
- Must maintain the highest level of ethics and integrity
- Excellent computer skills necessary, including Excel, Word, Office, and Google platform
- Able to work flexible work schedule to accommodate business needs

Compensation

Compensation will be commensurate with experience. Please provide salary requirements with your application.

Application Process

Interested candidates should submit résumé and cover letter in a single Word or PDF document saved as candidate's first and last name. All submissions should be emailed to hr@theshed.org with "Special Events Associate" in the subject line. Only résumés and cover letters submitted in this format will be reviewed. No phone calls, please.

The Shed is an Equal Opportunity Employer, committed to the goal of building a culturally diverse staff, and strongly encourages applications from minority candidates.