



POSITION DESCRIPTION:

Events and Venue Rentals Assistant

Friends of the High Line (FHL) is the NYC Department of Parks & Recreation's non-profit partner working to ensure the park on the High Line is maintained as a great public place for all New Yorkers and visitors to enjoy. In addition to overseeing the maintenance, operations, and public programming for the High Line, Friends of the High Line is currently working to raise the essential private funding to help complete the High Line's construction and create an endowment for its future operations.

Event rentals and corporate activations on the High Line play an integral role in generating much-needed revenue in support of park maintenance and operations. The Events and Venue Rentals Assistant reports to the Director of Special Events and is responsible for assisting in all aspects of selling, coordinating, and executing events and corporate activations on the High Line and will assist in other high priority departmental projects.

Responsibilities Include

- Assist with marketing, booking, planning, and executing a consistent series of revenue-generating events on the High Line
- Vet incoming private and public-facing event inquiries to determine viability for the High Line
- Act as first point of contact for clients, attend site visits, and coordinate follow-up communications with potential clients and partners
- Draft contracts and agreements for venue rentals
- Oversee the execution of venue rentals and corporate activations; coordinating production schedules, day-of-event logistics, staffing, and rentals; overseeing event breakdown
- Develop event overview and operational staffing plans for event load-in, production, and load-out
- Prepare invoices, monitor payment schedules, and receive payments for venue rentals; Assist with monthly income and expense reconciliation with finance; ensuring timely collection of deposits and balance payments from clients
- Coordinate with High Line Marketing and Communications, Operations, and Food & Revenue staff through all phases of event planning
- Collaborate with the Manager of Corporate Development & Sponsorship on corporate activations
- Collaborate with the Events Assistant on donor events and fundraisers
- Support the Director of Special Events on events across the organization, as needed
- Provide miscellaneous in-office administrative and logistical support, as needed

Qualifications

Candidate must have strong interpersonal skills and be highly detail-oriented, organized, and able to handle multiple projects at once. Candidates must feel comfortable interfacing with the various stakeholders that will visit the High Line, including corporations, high level donors, VIPs, and the general public. The successful candidate will demonstrate excellent leadership, planning, project management, and organizational abilities. Experience working in a fast-paced environment is desirable; knowledge of NYC marketing and event production firms and vendors is preferred. Candidates must demonstrate excellent skills in verbal and written communication. A high level of computer and Internet literacy, including experience with *The Raiser's Edge* and Microsoft *Word*, *Excel*, and *Outlook*, is essential. Ability to work extended hours, overnights, and occasional weekends as needed. Bachelor's degree and two to three years relevant experience required.

To Apply

Please submit a cover letter and resume to: jobs@thehighline.org. Only those whose applications are being considered will be contacted. No phone calls please.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.