



POSITION DESCRIPTION:

High Line Venue Manager

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, FHL 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 on the High Line play an integral role in generating much-needed revenue in support of park maintenance and operations. The High Line Venue Manager will report to the Director of High Line Food & Revenue and is responsible for all aspects of selling, coordinating, and executing events on the High Line and will assist in other high priority departmental projects.

Responsibilities include

- Strategically developing and growing the events business to meet departmental sales goals;
- Marketing, booking, planning, managing, and executing a consistent series of revenue-generating events on the High Line;
- Coordinating with High Line Operations staff through all phases of event planning;
- Overseeing the execution of all events; coordinating production schedules, day-of-event logistics, staffing, and rentals; overseeing event breakdown;
- Developing and tracking event budgets and timelines;
- Handling inquiries and requests pertaining to events on the High Line;
- Coordinating with New York City Department of Parks & Recreation as needed;
- Supporting the Director of High Line Food & Revenue on special projects as needed;
- Coordinating with FHL's marketing and communications team;
- Providing miscellaneous in-office administrative and logistical support, as needed.

Qualifications

This position requires a bachelor's degree and three years of experience successfully managing similar projects. Knowledge of the New York events scene, and knowledge/demonstrated commitment to sustainability is preferred. 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. Candidates should be able to work independently, multi-task, solve problems, and collaborate with other staff at all levels. Candidates must demonstrate excellent skills in verbal and written communication. Basic computer skills required (Microsoft Word/Excel). Candidates must be willing and able to work select weekends and evenings as required by the events schedule.

To Apply

Please submit your cover letter, resume, and salary requirements to jobs@thehighline.org. Only those whose applications are being considered will be contacted.

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.