About the Office:
The Mayor's Office of Special Projects and Community Events (MOSPCE) organizes, manages and directs all public ceremonics, celebrations, receptions, and similar affairs held under City auspices by order of the Mayor. MOSPCE also coordinates the activities of the various City agencies and departments with regard to the planning and implementation of special events, and maintains liaison with the private sector for the coordination and support of City-sponsored functions. Gracie Mansion – "the People's House" – serves as a historical centerpiece for many of these gatherings, as do New York City schools, museums, theatres, and landmark buildings.

About the Role:
The Associate Director, Event Management reports to the Deputy Director and strategically develops, implements, and manages designated key and large-scale events. The Associate Director will manage and oversee MOSPCE Event Managers and liaise with agency points of contact to bring forth ideas and best practices for events that ensure the maximum benefit to the community and reflect a government that is progressive, diverse and highly functional at every level. The Associate Director, Event Management is also charged with creating strategic partnerships in the community for cultivation and relationship-building to properly brand and market the events and will frequently be called upon to interact with community and business leaders. The event planning, marketing and website content should embrace the brand and values of the administration. The incumbent will demonstrate ability to be resourceful, possess strong writing and communication skills, an authoritative understanding of communications and marketing.

Responsibilities include, but are not limited to:
- Develop a comprehensive annual and intermittent special events program of work;
- Manage and oversee Event Managers, events and event planning, ensuring strategy, funding, marketing and execution are thoughtful and world-class;
- Responsible for MOSPCE website updates and leads on innovation;
- Staff Director, Deputy Director, senior administration and/or elected officials at events;
- Cultivate agency and community relationships for effective partnership with MOSPCE;
- Grow brand development initiatives through event promotion and the MOSPCE website;
- Report monthly business unit goals to the Director, including sponsorship revenue, event projections and forecasts;
- Develop and manage event budgets;
- Other projects and responsibilities as assigned.

Qualifications:
The ideal candidate will have the following skills:
- Excellent organization and time management skills;
- Must work well under pressure, meet deadlines and learn quickly;
• Must possess excellent decision-making ability and proactively seek out solutions to problems;
• Must be a team-player and assist with all projects as required;
• Strong accounting, audit, financial management and financial analysis skills;
• Highly-numerate with an ability to create, manage, interpret, and present financial analysis, forecasting and resource management;
• Excellent organizational skills;
• Excellent interpersonal and communication skills (verbal and written);
• Strong managerial and leadership skills with ability to manage and develop high-performing teams;
• Ability to prioritize workload and function effectively within and outside the office in a cross-cultural, interdisciplinary environment;
• Ability to work under pressure to complete multiple tasks, meet demands and deadlines with a positive, constructive attitude;
• Ability to handle sensitive and confidential matters and respond as required;
• Proficient in Microsoft Office applications, especially Excel;
• Ability to manage a heavy workload and perform effectively managing numerous significant responsibilities and challenges with competing priorities;

**Salary:** Commensurate with experience.

**To Apply:** Please submit a resume, cover letter and three (3) references to Candidate Application

*New York City Residency Is Required Within 90 Days Of Appointment*

*The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers*