

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

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| Title: | Director of Special Events and Projects |
| Salary: | \$90,000 - \$100,000 |
| Bureau/Division: | Public Affairs |
| Period: | May 23, 2016 – Until Filled |

JOB DESCRIPTION

New York City Comptroller's Office seeks a Director of Special Events to head its collaborative and energetic Special Events team. The prospective staff member must be dedicated to pursuing new ways for the office to connect with the City's diverse neighborhoods, communities, and constituents. Reporting to the Deputy Comptroller of Public Affairs, the Director of Special Events' job duties and responsibilities will include, but are not be limited to:

- Serving as the Comptroller's lead staff member for organizing and executing a wide range of special events including town hall meetings, investor conferences, forums, community meet-and-greets, heritage celebrations, and other programs that the Comptroller's Office develops for different constituencies;
- Overseeing the production of events, including content development, venue selection and site visits, booking talent, marketing and invitation materials, data management, RSVP management, catering, volunteer coordination, and on-site event logistics;
- Leading all event related meetings and ensuring proper communication with staff regarding event goals, responsibilities and follow-up;
- Developing and maintaining high professional standards and procedures for production of events;
- Maintaining exemplary relationships with caterers, printers and other external vendors and identifying appropriate new business relationships;
- Negotiating vendor contracts within strict budgetary parameters;
- Coordinating with various departments within the Comptroller's Office to execute events including Facilities, A/V, Fleet, IT, graphic design, community affairs, and others as appropriate;
- Routinely working with the Comptroller, staff members, community organizations, businesses, the public as well as elected officials;
- Supervising a four-person staff to implement the above mentioned duties, and playing an integral role in other related Special Events department activities as needed;
- Performing other duties and special projects as assigned.

MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and three (3) years of progressively responsible community relations experience with a direct responsibility for planning, organizing, coordinating, developing, evaluating and/or administering a large events and special projects or a community service program/activity; **or**
 2. Education and/or experience equivalent to "1" above.
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PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Exceptional communication and interpersonal skills; meticulous organizational, project management, and time management skills;
- The temperament to interact with a variety of personalities in a tactful, pleasant, and professional manner; ability to exercise independent judgment when appropriate;
- Ability to work well under pressure; self-motivated with a proven ability to solve problems; aptitude for working collaboratively under varying degrees of supervision.
- A strong commitment to community and public service are also necessary.

Note: Candidate must be flexible to work early mornings, evenings and weekends with intra-city travel; and possess a valid New York State driver's license.

TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply. We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

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| POSTING DATE: May 23, 2016 | POST UNTIL: Until Filled | JVN: 015/016/085 |
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The NYC Comptroller's Office is an Equal Opportunity Employer