

Tuesday, May 14, 2019

Account Executive / Office Manager

Company: MF Productions

Location: New York, New York

Compensation: Salary is commensurate with experience

► [Share](#) | [Print](#) | [Download](#)

MF Productions, a boutique special events firm specializing in creative projects for arts, non-profit, and philanthropic organizations, seeks a part-time Account Executive / Office Manager to begin immediately. MF Productions is in the midst of planning several exciting, high-end galas and events. The Account Executive will work collaboratively with the President and other staff on all aspects of daily office operations and event production. This is an excellent opportunity for a candidate with interest in the arts and managing a small business to get hands-on experience. The successful candidate will be self-motivated with a meticulous attention to detail, and a positive attitude.

Responsibilities include, but are not limited to:

- Assisting with event production; creating production schedules, liaising with vendors, and organizing event staffing
- Implementing seating plans for galas
- Managing and organizing inventory
- Performing general administrative and office maintenance duties

Candidates must be PC computer literate (Microsoft Word, Excel, and Outlook), extremely detailed-oriented, responsible, and possess strong organizational and communication skills. Knowledge of the art world and prior event coordination, fundraising, and office experience are recommended.

MF Productions
470 West 24th Street, Apt 15A
New York, New York, 10011
212-243-7300
<http://www.mfproductions.com/>

For more information:
Kelsey Ley
kelsey@mfproductions.com
2122437300

[< back](#)

[previous listing](#) • [next listing](#)