

Tuesday, June 4, 2019

Event Production Firm seeks Junior & Senior Account Executives

Company: MF Productions

Location: New York, NY

Compensation: Salary is commensurate with experience.

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MF Productions, a boutique special events firm specializing in creative projects for arts, non-profit, and philanthropic organizations, seeks two (2) part-time employees: a Junior and Senior Account Executive to begin either mid-July or early August 2019.

MF Productions is in the midst of planning several exciting, high-end galas and events for the Fall Season. Both positions 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:

Coordinating event production; creating production schedules, liaising with vendors, and organizing event staffing

Assisting with fundraising initiatives connected to events

Executing 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.

Salary is commensurate with experience for an anticipated three full days a week (Tuesday-Thursday 10am-6pm), with the possibility of turning into a full-time position at this quickly expanding company.

Please send resume and brief cover letter with the subject line: "Junior or Senior Account Executive Position" to kelsey@mfproductions.com.

Please send cover letter and resume via email only.

MF Productions
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For more information:
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