

Thursday, January 30, 2020

## Event Production Firm seeks Junior Account Executive

Company: MF Productions  
Location: New York, NY

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MF Productions, a boutique special events firm specializing in creative projects for arts, non-profit, and philanthropic organizations, seeks a Junior Account Executive to begin March 2020.

MF Productions is in the midst of planning several exciting, high-end galas and events for the Spring and 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 hands-on experience managing a small business. 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).

Please send resume and brief cover letter with the subject line: "Junior Account Executive Position" to [shannon@mfproductions.com](mailto:shannon@mfproductions.com).

Please send cover letter and resume via email only.

MF Productions  
New York, NY, 10011  
2122437300  
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For more information:  
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