

Associate Manager Events and Partnerships

Posted Date: August 2025
Title: Associate Manager Events and Partnerships
Department: Special Events
Reports to: Director of Special Events
FSLA Status: Non-Exempt
Schedule: Full-time; 35-hours / 5 days a week / including some evenings and weekends

The Jewish Museum:

The Jewish Museum serves people of all religious, cultural, and ethnic backgrounds through world-class exhibitions ranging from ancient to contemporary. Founded in 1904 and located on New York City's Museum Mile, the Jewish Museum aspires to be the global leader at the center of Jewish culture.

The Museum maintains a unique collection of nearly 30,000 works of art, ceremonial objects, and media reflecting the global Jewish experience over more than 4,000 years. The Museum's thought-provoking, innovative, and intellectually stimulating exhibitions and education programs serve a wide range of audiences, including families, children and teens, students, educators, and visitors with disabilities. As an identity-based institution, the Museum plays an important role among cultural institutions, challenging all forms of bigotry and discrimination and promoting understanding among wide audiences and especially in these challenging times. The Jewish Museum invites applicants of all backgrounds to consider joining the Museum in its work.

The Jewish Museum is committed to creating an inclusive and welcoming environment for all. Integrity, collegiality, and excellence are central to the Museum's values. These values, along with an institution-wide commitment to Diversity, Equity, Access & Inclusion (DEAI), are embedded in the Museum's strategic plan.

The Position:

The Jewish Museum seeks a dynamic events professional to play a key role in expanding its facility rentals program and its partnerships with individuals and institutions through programming that utilizes the Museum's collection and exhibition galleries and programming and events spaces. The Jewish Museum offers individuals and organizations the unique opportunity to host events in one of New York's most beautiful and culturally rich settings. From milestone celebrations and weddings to corporate receptions and private tours, the Museum's rental portfolio includes architecturally stunning and versatile spaces: the Skirball Lobby, Scheuer Ballroom, conference rooms, galleries, and—with their anticipated reopening in October 2025—the Museum's newly renewed 3rd and 4th Floors featuring a new Salon space for programming and events. The



Museum's newly opened restaurant, LOX, also offers opportunities to enrich client experiences and culinary offerings.

We are looking for a client-facing, results-oriented professional who will help cultivate new rental opportunities and institutional relationships, contributing meaningfully to the Museum's ambitious revenue goals and enhancing the Museum's presence as an asset to New York's cultural community. Reporting to the Director of Special Events and working closely with the Manager of Special Events and Rentals and with the Deputy Director of Public Engagement and Partnerships, this role is ideal for someone who is energized by building relationships, closing deals, and creating high-touch experiences—all while supporting an events portfolio that includes exhibition openings, VIP programs, and donor cultivation events, as well as all varieties of programming that can support the Museum's overall efforts to increase its audiences.

Key Responsibilities

Sales & Business Development

- Drive rental revenue by developing and executing strategic sales plans to grow the rentals program across all available venues, with a focus on expanding new business
- Proactively cultivate a pipeline of prospective clients for events and expanded programming relationships with the Museum including individuals, corporations, nonprofits, and event planners
- Field inbound inquiries, conduct site visits, and deliver polished pitches tailored to client needs
- Attend industry networking events, trade shows, and expos to generate new leads and build brand awareness
- Generate strategic relationships with high-end vendors, planners, and production partners as well as with potential Museum partners.

Marketing & Promotion

- Collaborate with the Communications and Special Events teams to maintain and refresh rental program content across digital and print platforms
- Oversee the production of marketing assets such as brochures, digital ads, postcards, and downloadable kits
- Analyze market trends and competitor benchmarks to inform pricing strategies and promotional opportunities

Event Production & Client Experience

- Engage with the full lifecycle of each rental: from inquiry to contract to post-event follow-up
- Arrange event logistics, including calendaring, load-in/load-out, vendor access, and day-of coordination
- Prepare contracts and invoices, process payments, and ensure compliance with all required documentation
- Serve as the liaison between clients and internal departments, ensuring seamless execution and an exceptional guest experience

Administrative & Team Support

- Maintain accurate rental data in Salesforce and assist with preparing monthly and quarterly revenue reports
- Assist the Special Events and Rentals Manager with research and analysis to support long-term strategy development
- Support internal events and cultivation activities throughout the year, including exhibition openings, Shabbat dinners, and private viewings



- Play a key role in the execution of the Museum’s signature fundraising events, including the annual Purim Ball

Qualifications

- 3–5 years of experience in event production and sales, hospitality, relationship cultivation and/or related fields; experience in nonprofit or cultural institutions a plus
- Proven success meeting or exceeding sales targets and growing new business and business relationships.
- Exceptional communication, presentation, and interpersonal skills
- Highly organized and detail-oriented with the ability to manage multiple events and deadlines simultaneously
- Polished, professional demeanor and confidence working with high-level clients and vendors
- Proficiency in Microsoft Office Suite; experience with Salesforce or CRM systems a strong plus
- Willingness to work flexible hours including evenings and weekends as event schedules require
- Previous experience with digital marketing preferred
- Strong interpersonal skills and professional demeanor.
- Willingness to go the extra mile to provide excellent client service and donor stewardship.
- Highly detail oriented; adept at trafficking logistics and prioritizing workloads between several projects
- Excellent organizational and computer skills, including Microsoft Office suite
- Existing connections to NYC vendors and client networks a plus
- Creative, analytical, energetic team player and self-starter with a good sense of humor and a strong desire to succeed
- Knowledge of the laws of kashrut and Jewish customs a plus
- Interest in visual arts and museum operations or experience working within a nonprofit setting a plus
- Bachelor’s degree required

Why Join Us?

This is a unique opportunity to shape a growing revenue stream within one of New York’s most iconic museums. You’ll be part of a small, mission-driven, and collaborative team that plays a key role in supporting the Museum’s cultural and philanthropic goals—while delivering extraordinary events that reflect the richness of Jewish art, culture, and tradition.

Note: The Museum is currently operating with a hybrid model, with all full-time staff working on-site three days per week. Effective September 2, 2025, the schedule will require on-site work four days per week.

Salary Range for position: \$60,000 – \$65,000

Send Resume with Cover Letter To:

Director, Human Resources
The Jewish Museum
 1109 Fifth Avenue



New York, NY 10128
Email: jobs@thejm.org
Fax: 212.423.3232

The Jewish Museum is committed to diversifying its staff and encourages individuals of all ethnic, racial, and religious backgrounds to apply for this position. The Museum is an equal opportunity employer and does not discriminate on the basis of any protected characteristic prohibited by applicable law.

This is a unionized position with covered employees represented by Local 2110, UAW, AFL-CIO.

