New York Law School

New York Law School is an independent law school located in the heart of Manhattan’s legal, government and finance centers, with a 120 year tradition of innovation and being at the forefront of legal education. Today, its curriculum combines traditional legal theory with a variety of opportunities for experiential learning. The School’s core values – embracing innovation, fostering integrity and professionalism, and advancing justice for a diverse society – are reflected in the curriculum, teaching, scholarship, and administration of the School.

NYLS host over 1,200 events and programs each year and the Events and Program Office plays a direct role in the successful execution of each event occurring on our campus. Additionally, the Office is tasked with working with faculty, staff and administrators throughout the school in order to assist in the development and creation of new programs and events that would promote and highlight the Law School’s role as a location of legal, business and civic thought leadership.

Position Description – Executive Director, Office of Events and Programming

New York Law School has a dynamic career opportunity for an outstanding hands-on leader with the ability to motivate and lead a team of highly driven professionals in our Office of Events and Programming. The Executive Director will provide leadership and professional expertise in the strategic direction, planning, creation and the implementation of high quality events and programs as well as managing the process of space rental and event collaboration with internal and external clients. He/she will develop and ensure utilization of standardized systems and technology to organize and manage elements of event planning, tracking, reporting, and production process; introduce and manage a public campus-wide calendar; negotiate agreements with outside providers and contractors to ensure the highest quality at the lowest costs of service; and help drive the marketing and promotion of the School’s event space- working with internal communications and marketing departments.

The Executive Director is also responsible for ensuring that high standards and institutional priorities are reflected in the planning and presentation of all events; developing and maintaining productions schedules and budgets and preforming pre and post event analysis including metrics to identify and increase opportunities.

Qualifications & Experience

The successful candidate will possess a Bachelor’s degree plus a minimum of 7 to 10 years of professional experience in a lead management role in events management/planning, exemplary leadership skills, demonstrated management skills and the ability to lead and motivate a team of professionals. Strong budget management, excellent negotiation, analytical, communication and problem solving skills are essential as well as proficiency in office computer software.

We offer an excellent comprehensive compensation and benefits package.

For immediate consideration, please send your cover letter and salary history along with a completed job application to Jobs@nyls.edu. The application may be obtained here. Contact: Kitty Montanez, Manager of Staffing, Office of Human Resources.

New York Law School is an Equal Opportunity Employer