

**Job Opening**

**Job Posting:** 12/23/2019

**Application Period: 30 Days or Until  
Position is Filled**

**JOB TITLE:** Senior Advisor to the Governor for Special Events

**LOCATION:** NYC

**BASIC FUNCTION:**

The Senior Advisor to the Governor for Special Events will oversee all aspects involved in the planning, implementation, and execution of large-scale events. Events may include multi-day, multi-location events taking place across New York State. Additionally, these events may include global broadcasting components, complex organization requirements with 2,000 to 5,000 participants and a global tourism push.

The Senior Advisor will master all operational elements involved in coordinating and managing the events, including but not limited to audience and participant logistics, marketing, sales, staffing, strategy, and ticketing. The Advisor will work closely with state agencies and authorities, as well as with external partners, including contractors, vendors, and participants. The Advisor will have an extensive background in operations both within and outside of the United States, previous experience managing large events and projects, such as international competitions, festivals, summits, and/or tournaments with over 2,000 participants, as well as strong knowledge of the Upstate New York region

**WORK PERFORMED:**

- Works with agency and authority staff to develop strategy for event coordination, logistics, marketing, sales, staffing, and ticketing
- Oversees all aspects of said strategy and leads teams across each of these functional areas
- Manages project timeline to ensure appropriate milestones are being met
- Provides updates on project milestones to the Governor's Director of State Operations and Infrastructure and other members of the Executive Chamber
- Communicates and coordinates with external stakeholders and participants

**REQUIREMENTS:**

- Bachelor's degree required
- Proven track record of large-scale event planning and management
- Ability to handle many moving pieces and work with a large number of internal and external players
- Excellent written and verbal communication
- Strong background in and familiarity with the Upstate New York region
- Commitment to public service a must

Drivers' license required to travel within New York State as needed

**APPROXIMATE HIRING SALARY:** commensurate with experience (w/ comprehensive benefits package)

**INQUIRE**

Leah Schanke, Assistant Vice President, Human Resources

**Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME**

**External Candidates: SEND RESUME TO: [Resumes@esd.ny.gov](mailto:Resumes@esd.ny.gov)**

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