



PARK AVENUE SYNAGOGUE

JOB TITLE:

Event Manager

DESCRIPTION OF PARK AVENUE SYNAGOGUE:

Park Avenue Synagogue (PAS) is one of the largest Conservative congregations in North America. Located on Manhattan's Upper East Side, the synagogue includes staff of more than 180 talented individuals, who together with our world-class clergy team, serve a membership of over 2000 households. Our thriving Adult Programming, Penn Family Early Childhood Center, Congregational School, Youth, and Young Family Education departments provide high quality and inclusive Jewish educational, social, and worship opportunities to our members and the community at large.

DESCRIPTION OF JOB:

Reporting to the Chief of Staff, the Event Manager is a key member of the Operations team and is responsible for overseeing, coordinating, and executing a wide range of synagogue events in alignment with the synagogue's mission, and Jewish traditions. This includes member lifecycle events (such as B'nei Mitzvah, Weddings, Bris/Baby Naming, and Shivas), holiday celebrations, Shabbat dinners, and other community-wide gatherings plus all non-member rentals and events. In addition, this individual will plan and execute staff events, including but not limited to lunches, appreciation events, and holiday celebrations.

The ideal candidate will be a highly organized and detail-oriented professional with excellent communication skills and a warm, service-oriented demeanor. They must be able to manage multiple priorities with grace, collaborate effectively with clergy and staff, and respond sensitively to the diverse needs of synagogue members and external stakeholders. Familiarity with Jewish customs, Shabbat and holiday observances, and synagogue life is a plus.

This position requires on-site presence during the High Holidays, select evenings and weekends, and other Jewish holidays. The ability to work flexible hours outside the traditional 9-to-5 schedule is essential to effectively support the synagogue community and its events.



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RESPONSIBILITIES:

- Serve as the primary point of contact for all event space rentals—meet with members, non-members and outside organizations, prepare and execute contracts, and oversee all related logistics. Work closely with PAS clergy, program leaders, and administration teams.
- Manage and coordinate all space rentals in collaboration with PAS colleagues, including working with caterers, event managers, and other vendors; maintain an up-to-date master calendar of all rental and catered functions.
- Oversee catering and event logistics for major synagogue events and coordinate with internal departments on all catered programs, including Shabbat Dinners, Sukkot dinners, and Passover Seders.
- Collaborate with key stakeholders to coordinate catering orders for weekly community events and onsite management.
- Plan and execute internal staff events such as appreciation gatherings, holiday celebrations, retreats, and meetings to support team engagement and morale.
- Manage real-time problem resolution, address concerns, respond to emergencies, and foster a positive experience for all attendees.
- Develop, implement, and regularly update organizational policies for catering, kitchen use, and event space protocols. Ensure vendor compliance with all requirements, including insurance, alcohol policies, décor guidelines, setup/breakdown procedures, and coordination with maintenance and security teams.
- Collaborate closely with PAS programs leaders on scheduling and space management
- Maintain and update an approved list of food vendors for internal use; collect, track, and manage required documentation, including certificates of insurance.
- Manage the Events department budget, including creating and tracking expenses and coordinating with the Finance Department to ensure accurate billing and timely payments.
- Collaborate with Facilities and AV staff on room set-ups, vendor schedules and needs, kitchen spaces, and in-house event equipment.



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QUALIFICATIONS:

- Bachelor's degree required.
- 5 plus years of experience in event planning, hospitality, or facility coordination; experience in a synagogue or Jewish communal setting is not required but is preferred.
- Familiarity with Conservative Jewish customs, lifecycle events, holidays, and sensitivity to Shabbat and kashrut observance.
- Strong organizational and multitasking skills; able to manage multiple events and deadlines with attention to detail.
- Excellent interpersonal and communication skills; professional, warm, and responsive when working with members, clergy, and vendors.
- Proven ability to solve problems, adapt under pressure, and handle unexpected challenges with calm and efficiency.
- Proven ability to collaborate with colleagues and work independently
- Customer service mindset with a welcoming and solutions-oriented approach.
- Comfortable with Microsoft Office, shared calendars; experience with CRM software (e.g., Salesforce) is a plus.
- Basic budget management experience, including vendor payments and invoice tracking.
- Ability to work on the High Holidays, and flexibility to work evenings, weekends, and other Jewish holidays as needed.

COMPENSATION/BENEFITS:

The salary range for this position is \$85,000 - \$95,000. Salary is commensurate with a number of factors including but not limited to experience, education, knowledge and skills. We offer a comprehensive benefits package including medical, dental and vision insurance, retirement plan, life insurance, and family/medical leave.

Please send your resume and detailed cover letter to jobs@pasyn.org attention to the Director of Human Resources. Application will not be considered if there is no cover letter. While we wish to acknowledge all applicants, only those selected for an interview will be contacted.