



POSITION DESCRIPTION

Position Title: Executive Assistant and Board Liaison
Status: Full-Time, Exempt
Reports To: President and Chief Executive Officer

About the Jacksonville Symphony:

The Jacksonville Symphony is a cultural leader of a vibrant and growing northeast Florida. With an annual operating budget of \$10.5 million, the Symphony performs more than 100 main stage concerts each season, as well as another 100 education and community engagement performances to serve more than 250,000 people throughout the *First Coast* per year.

Since 2015, the organization has been under the dynamic leadership of President and CEO Robert Massey, who has led a period of rapid growth that has included artistic enhancements, deepened community impact, and financial success. The Symphony performs under the artistic leadership of Music Director Courtney Lewis, who has transformed the orchestra into one of the premier ensembles in the southeastern United States.

The Jacksonville Symphony operates with a roster of 35 full-time administrative staff members, 60 full-time musicians, plus dozens of part-time and contract employees. It is governed by a 45-member Board of Directors, chaired by David Strickland. Administrative offices are located at the Jacksonville Symphony's downtown performance venue, the Times-Union Center for the Performing Arts.

Position Summary:

The Executive Assistant and Board Liaison provides high-level support to the President and CEO, performing a wide variety of highly responsible tasks and confidential work including scheduling appointments, handling correspondence, conducting research, preparing reports, coordinating special projects and events, and managing Board of Director relations.

S/he will serve as a critical hub for the organization, promoting effective communication and cooperation between staff, musicians, Board members, the Music Director, and external constituencies. This individual will possess exceptional communication, organization, administrative, and interpersonal skills, as well as the judgment and decorum required to represent the office of the President and CEO. S/he will be a creative problem solver, be detail-oriented, and be able to maintain composure in a fast-paced environment. A passion for and experience in the arts is essential.

Responsibilities:

- ❑ Manages the President and CEO's calendar, helping to optimize his time and energy through careful planning and coordination; schedules meetings, phone calls, patron and donor events, community presentations, travel, and appointments with staff, musicians, Board members, government officials, and community partners; ensures the President and CEO is briefed on appointments and that he arrives to them on time
- ❑ Oversees the creation, production, and distribution of internal and external communications for the President and CEO, including letters, acknowledgements, website articles, blogs, and administrative memos; ensures thank you calls are conducted in a timely manner; prepares meeting agendas, presentations, and reports
- ❑ Screens phone calls, mail, and electronic messaging, and directs or responds to accordingly; coordinates interview and photography needs of the President and CEO

- ❑ Coordinates special projects and events associated with the office of the President and CEO, such as President's lunches, pre-/post-concert activities, Barbequenity, Holiday party, New Year's open house, and other initiatives
- ❑ Staffs the President and CEO at Symphony events and functions; assists in prioritizing who he should greet and ensures that he is able to connect with all identified patrons; manages logistics to maximize his effectiveness
- ❑ Makes travel arrangements for the President and CEO, including transportation, hotel, meetings, and registrations; creates travel itineraries and agendas; compiles post-trip action items and expense reports
- ❑ Works collaboratively with staff, musicians, and Board members to address opportunities, challenges, or concerns referred to the office of the President and CEO; organizes and maintains confidential files and records
- ❑ Responsible for the creation, distribution and maintenance of Board and committee meeting schedules and the annual Board handbook; serves as the primary resource for Directors and staff regarding Board processes and procedures
- ❑ Prepares and distributes agendas and meeting packets for Board of Director, Executive Committee, and Governance Committee meetings; takes minutes and identifies any required action items; oversees the record-keeping process for the Board and all Committees; coordinates activities of the Honorary Board and Leadership Council
- ❑ Ensures Board of Director communication is professional, timely, and accurate; coordinates and helps to facilitate the execution of individual Board member work plans
- ❑ Other duties as requested or assigned

Qualifications:

- ❑ Bachelors degree with a minimum three years relevant experience assisting a C Level executive
- ❑ Self-starter with the ability to work independently, managing multiple projects simultaneously, and within a fast-paced, deadline-oriented work environment
- ❑ Diplomacy in handling the most sensitive and confidential information
- ❑ Excellent written and oral communication skills, including the ability to create and edit documents quickly
- ❑ Exceptional interpersonal skills and emotional intelligence, with a professional demeanor to represent the office of the President and CEO to both internal and external constituencies
- ❑ Experience coordinating high profile events and meetings
- ❑ An extreme attention to detail
- ❑ Proficiency in Microsoft Office applications and CRM databases with the ability to become highly functional in Tessitura and Financial Edge
- ❑ Responsible, reliable, able to work some weekends and evenings
- ❑ Physically able to lift 35lbs, unassisted
- ❑ Must have a positive attitude, be able to work as part of a high-functioning team, possess a passion for the performing arts, as well as a strong desire to connect symphonic music to the community

Compensation and Application:

Salary is commensurate with experience. The Jacksonville Symphony offers a competitive benefits package, which includes medical, disability, life insurance, 403b retirement plan, 50% parking premium, and Paid Time Off starting at 15 days/annually.

To apply, please send a cover letter, salary requirements, resume and references to Sally Pettegrew, Vice President of Administration, at spettegrew@jaxsymphony.org. Candidates selected for further consideration will be contacted. Position will be opened until filled. No phone calls please.