



POSITION DESCRIPTION

Position Title: Executive Assistant to the President/CEO and the Music Director
Status: Full-Time/Exempt
Reports to: President & CEO

Position Summary

The Executive Assistant (EA) provides executive support in a one-on-one working relationship with the CEO and with the Music Director by serving as the primary point of contact for internal and external constituencies. The Executive Assistant will also work closely with the senior management team/department heads; organize executive outreach and external relation efforts with community leaders, and oversee special projects. The EA also serves as a liaison with the Board of Directors, coordinating key meetings. The EA must possess the ability to work independently on projects, from conception to completion, and be able to work under pressure at times to address a wide variety of issues/activities and confidential matters with extreme discretion. To be successful the EA must be creative and enjoy working within a highly entrepreneurial organization that is mission and results driven as well as community oriented.

Roles and Responsibilities

Executive Support – President/CEO

- Complete a variety of administrative tasks including: managing an active calendar of appointments; completing monthly expense reports; composing correspondence (that at times may be confidential); arrange travel plans.
- Research, prioritize and follow up on issues and concerns addressed to the CEO. Determine appropriate course of action, referral or response.
- Provide a bridge for smooth communication between the President's office and departments; demonstrating leadership to maintain credibility, trust and support with the senior staff/department heads. Attend department head meetings when requested.
- Alert President/CEO to HR issues that may require his/her attention.
- Work closely and effectively with CEO to keep him/her informed of upcoming commitments and responsibilities, following up appropriately.
- Act as a "barometer," having a sense of issues taking place in the work environment and keeping the CEO updated. Anticipate CEO needs in advance of meetings, conferences etc.
- Draft acknowledgement letters, thank you letters for donations.
- Edit and complete first drafts for written communications to external stake holders.
- Work on multiple projects, follow-through to successful completion.
- Assist in the planning and execution of office events such as annual Holiday Party, team-building initiatives, etc.

Executive Support – Music Director

- Complete a variety of administrative tasks including: managing an active calendar of appointments; completing monthly expense reports; composing correspondence (that at times may be confidential); arrange travel plans.
- Draft acknowledgement letters, thank you letters for donations.
- Provide a bridge for smooth communication between the Music Director's office and departments; demonstrating leadership to maintain credibility, trust and support with the senior staff/department heads.
- Work closely and effectively with Music Director to keep him/her informed of upcoming commitments and responsibilities, following up appropriately.

Board Support and Liaison

- Serve as the President/CEO's liaison to the Board of Directors. Maintain discretion and confidentiality in relationships with Board of Directors.
- In coordination with the Secretary of the Board, takes and distributes minutes from Executive Committee, and Board of Director meetings.
- In coordination with the Board Chair and the President/CEO, establish annual Executive Committee and Board meeting dates. Disseminate dates to Executive Committee and Board of Directors.
- Update Board of Director's Book, including contact information, biographies and photos.
- Adhere to compliance with appropriate rules and regulations set in by-laws regarding Board and committee matters, including the advance distribution of materials before meetings.
- Coordinate activities of the Governance Committee with the Committee Chair, President/CEO and the Chief Advancement Officer. This also includes accurate records of potential Board members, changes to by-laws and governance procedures. Maintain records of Board members by class, including terms served; take minutes at meetings.
- Assist the Board Chair and the President/CEO with the annual management of the Board of Directors.

Qualifications

- Significant executive support experience, including supporting C-level executives.
- Past experience working with a non-profit board is highly preferred.
- Exceptional organizational skills and impeccable attention to detail.
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, patrons and external constituents.
- Highly resourceful team player.
- Superb writing and verbal communication skills.
- Proactive approach to problem-solving with strong decision making capability.
- Sense of humor and a positive attitude.
- High emotional maturity.
- Ability to handle confidential information with discretion.
- Forward looking, actively seeks opportunities and proposes solutions.
- Willingness to arrive to work early (by 8:00am) to align hours with President/CEO.
- Deep appreciation for the performing arts preferred.

Education and Experience Requirements

- Bachelor's degree required.
- Strong work tenure supporting executives, preferably within a non-profit environment.
- Proficient in Microsoft Office (Outlook, Word, Excel and Power Point), and Adobe Acrobat.
- Available for occasional after-hour support related to concerts and donor activities that involve the CEO and/or Music Director.

Compensation and benefits

A competitive salary and comprehensive benefits package, including health insurance, 403-B plan, generous vacation and holiday days, parking, and complimentary tickets are included.

Diversity, Equity, and Inclusion

The Jacksonville Symphony is an equal opportunity employer and does not discriminate on the basis of age, race, sex, color, religion, national origin, disability, military status, sexual orientation, or any other status protected by applicable state or local law.

Application process

Please submit a cover letter and resume to: Steven Libman, President/CEO, Jacksonville Symphony at HR@jaxsymphony.org. Use the word "executive assistant" in the subject line. Note: All employees of the Jacksonville Symphony must be fully vaccinated for the COVID-19 virus.

About the Jacksonville Symphony

Our mission is to enrich the human spirit through symphonic music.

As Music Director Courtney Lewis begins his seventh season on the conductor's podium, the Jacksonville Symphony celebrates the 2021/22 season that promises another year of exemplary symphonic music. Each season, the Symphony reaches over 135,000 individuals through almost one hundred performances in Jacoby Symphony Hall and communities throughout Florida. The Jacksonville Symphony is also committed to the creation of original music and has embarked on an ambitious plan to commission five original compositions between the 2021/22 and the 2023/24 seasons.

The Jacksonville Symphony is one of Northeast Florida's most important cultural institutions. Founded in 1949, the Symphony now enjoys a national reputation, regularly heard on more than 250 public radio stations across the country on *Performance Today*. Combined with performances aired on Jacksonville's public radio station WJCT and the organization's continually growing streaming program, the Symphony reaches over 60,000 individuals through these digital channels. The Symphony's performance home, Robert E. Jacoby Symphony Hall, is an acoustic gem and offers an intimate and acoustically superior concert experience. Each year thousands enjoy the Symphony's performances both at Jacoby Symphony Hall in the Times-Union Center for the Performing Arts and at venues located throughout the state of Florida.

The Symphony is a crucial leader in the community for music education, serving four county school districts and over 35,000 students. In addition to offering free tickets to children under the age of eighteen for selected *Florida Blue Classical* concerts, and other special youth pricing, there are several programs to foster music education.

Led by Symphony Assistant Conductor Daniel Wiley, the Jacksonville Symphony Youth Orchestras (JSYO) serves more than 300 talented musicians from all over Northeast Florida. The six levels of ensembles enable the JSYO to serve the needs of all musicians with individualized, ability-specific instruction. JSYO enriches orchestral instruction by guiding young musicians with quality musical instruction, improving skills, and maintaining the highest standards. In June 2018, the Jacksonville Symphony Youth Orchestras embarked on its first national tour as one of only three student orchestras invited to perform in the Los Angeles International Music Festival at Walt Disney Concert Hall.

Over the years, the Jacksonville Symphony has hosted some of the most renowned artists of the music world including: Isaac Stern, Benny Goodman, Duke Ellington, Marilyn Horne, Luciano Pavarotti, Itzhak Perlman, Kathleen Battle, Mstislav Rostropovich, Audra McDonald, Joshua Bell, Lang Lang, Alisa Weilerstein, Branford Marsalis, Renée Fleming and Jean-Yves Thibaudet.

11/9/2021