



## **JOB DESCRIPTION**

**Position:** Executive Assistant to the CEO, Music Director, and Board of Directors

**Reports to:** President and CEO

**Status:** Full-Time, Exempt

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### **BASIC FUNCTION**

The Executive Assistant provides high-level administrative support to the CEO with the day-to-day business of the organization including scheduling meetings and maintaining her calendar, preparing correspondence, coordinating travel, other related functions. This individual exhibits a high level of professionalism and possesses excellent written and verbal communication skills and interpersonal skills to interact with donors, board members, musicians, staff and other constituents under the direction of the CEO. This individual is a self-starter, extremely organized and has a keen eye for detail and highly developed problem-solving skills.

### **PRINCIPAL RESPONSIBILITIES**

#### **President & CEO Support**

- Provide direct support to CEO in all aspects of his/her daily functions, maintaining confidentiality at both internal and external levels.
- Attend meetings, both internal and external, with the CEO and assist with follow-ups.
- Draft correspondence and other written communications on behalf of CEO.
- Receive and screen communications to the CEO including telephone calls and electronic/face to-face messages, using independent judgment to determine issues requiring priority attention and, in general, ensuring the required follow-up.
- Maintain and manage the CEO's calendar, scheduling appointments with accuracy and timely follow-up.
- Maintain both electronic and paper records of the CEO's official correspondence adhering to established business protocols.
- Upkeep of files in Executive offices to include CEO's files and Executive Assistant files.
- Extensive use of phone to include appointment settings, dealing with other arts organizations and as required by CEO in consultation with Senior Staff.
- Maintain accurate and updated CEO contact list as needed and provide basic IT support.

### **Music Director Support**

- Maintain Music Director's calendar and scheduling, conferring with her before adding items to schedule.
- Ensure that senior staff is provided details of MD's calendar as early as possible.
- Function as the communication point of contact for anyone trying to reach the Music Director via phone or mail internally and externally and using independent judgment determine issues requiring priority attention and ensure the required follow up.
- Ensure that mail received in office is forwarded to Music Director.
- Assist with travel needs while Music Director is in residence.
- Prepare and submit the Music Director's expense reports, ensuring accurate and timely submissions.
- While Music Director is in residence assist with day to day tasks and staffing as needed.

### **Board of Directors Support**

- Keep current list, contact information and other relevant information about the Board of Directors, Committees, and Trustees.
- Notify Board members of upcoming meetings and events.
- Assist with the Board's business meetings and committee meetings to include their scheduling, planning logistics, preparation and distribution of materials, and transcription of minutes.
- Draft official minutes of the Board and Executive Committee meetings per the established format within ten business days of each meeting.
- Track receipt of and maintain current annual conflict of interest disclosures for each board member, the CEO, and staff.
- Set and track staff deadlines for material submissions by staff for Board meetings.
- Provide support to the Board committees as requested.

### **General Administrative**

- Provide administrative and clerical support to facilitate the efficient operation of the Virginia Symphony office, including, but not limited to the following:
- Maintain organization's 'master calendar'; coordinate internal and external meetings and arrange locations.
- Open and distribute daily mail ensuring that this reaches recipient.
- Collect Archive documents and on an annual basis coordinate with ODU Library to deliver appropriate materials to their collection.
- During holiday period, ensure that phone system has phone messages advising office hours
- Schedule and attend as requested weekly senior staff meetings and monthly all-staff meetings. Coordinate any special activities or refreshments for those meetings.
- Provide clerical and logistics support to the VSO Foundation as needed, including maintenance of updated files in VSO office.
- Order office supplies for all departments.
- Schedule meeting rooms as needed by office staff or Board committees.
- Submit work orders to building as needed.

### **Desired Qualifications**

- Degree in a related field or equivalent experience.
- At least two years in an administrative support role.
- Excellent computer skills, with proficiency in Microsoft Word, Excel, Outlook and Power Point.
- Excellent written and oral communication skills.
- Exceptional telephone etiquette and interpersonal skills.
- Ability to work well under pressure to meet deadlines.
- Ability to handle confidential information with discretion.
- High level of organizational, time management, and customer relations skills.
- Passion for the arts and live music performance highly valued.

**To Apply:** Please send resume, references, and a cover letter to [Kphilion@virginiasymphony.org](mailto:Kphilion@virginiasymphony.org). Please include salary requirement, if any – compensation commensurate with skill and experience level.