



JOB DESCRIPTION

Position: Executive Assistant

Reports to: President and CEO and Music Director

Status: Full-Time, Exempt

OVERVIEW

Join our team in a creative and exciting new role! The Virginia Symphony Orchestra is looking for someone who is driven to help others succeed, who is at their best when their incredible organizational skills and attention to detail are engaged to support creative minds to work at their highest level of output. We are looking for someone whose highest job satisfaction comes from managing people and projects.

The ideal candidate will be energized by working with a wide variety of personalities and is someone who is self-sufficient and can exercise judgment in decision making but also attuned to when consultation is required. If you have a passion for music and the arts and have been told your strength is in anticipating other's needs, this job may be for you.

The VSO is an excellent place to work and a thriving and respected arts institution, providing a collegial and supportive work environment. Our offices are located in Norfolk, Virginia, but remote work is supported and at times necessary in this position.

BASIC FUNCTION

The Executive Assistant provides high-level administrative support to the CEO and Music Director, including scheduling meetings and maintaining their calendars, preparing correspondence, coordinating travel, and day-to-day support of MD when he is in Hampton Roads. This individual exhibits a high level of professionalism and possesses excellent written and verbal communication skills and the interpersonal skills needed for successful interaction with VSO donors, board members, musicians, staff, artistic collaborators, and myriad other constituents of the MD. 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

- Manages calendar by scheduling appointments and advancing and coordinating meetings.

- Drafts correspondence and other written communications on behalf of CEO, maintaining accurate and updated contact lists.
- Researches and helps prepare for appointments and assists with follow-up.
- Supports CEO in various aspects of institutional relationship development and management.
- Assists CEO with major projects from time to time, such as strategic planning, job candidate screening, and special events.

Music Director Support

- Maintains Music Director's calendar and scheduling, in close coordination with other organizations.
- Keeps website updated and assists with social media creation and planning.
- Handles correspondence with individuals and groups.
- Makes all travel arrangements related to VSO activities.
- Receives and screen communications to the MD including telephone calls and electronic/face to-face messages, using independent judgment to determine issues requiring priority attention and ensuring the required follow-up.
- Occasional research to support programming concepts in development.
- Day-to-day support while Music Director is in residence in Virginia, attending meetings, rehearsals, concerts, and events as requested.

Board of Directors Support

- Serves as a key liaison to the VSO Board of Directors through regular interaction, insightful scheduling and fulfillment of full board and committee meetings, taking and being the conservator of official board minutes, bylaws, and other documentation
- Maintains current contact list and other relevant information about the VSO Board of Directors, VSF Board, Committees, and Trustees.
- In coordination with the CEO, ensures Board members have access to information and are supported to succeed in their roles.
- Prepares meeting agendas and other materials as requested by Board Chair, committee chairs and CEO.
- Any other assignments that help drive the VSO forward-thinking vision, achieve our mission, and abide by our organization's values

Desired Qualifications

- Minimum three years of experience in an administrative support role or equivalent.
- Advanced computer skills, with proficiency in Microsoft Word, Excel, Outlook, Power Point, and Google programs.
- Excellent written and verbal communication skills.
- Strong problem-solving abilities, a professional attitude and initiative.
- Ability to work well under pressure to meet deadlines.
- Ability to handle confidential information with discretion.

- High level of organizational, time management, interpersonal skills.
- Passion for the arts and live music performance highly valued, and prior experience working in the performing arts or cultural institutions a plus.

Special Requirements

- Needs own transportation, which can be used on occasion for VSO business.
- Requires schedule flexibility, to accommodate needs of the organization.
- Must have a solid commitment towards diversity, inclusion, and equity.

Other Details

Salary: \$42,000 - \$45,000 annually, plus excellent benefits, including health insurance and leave.

The Executive Assistant job is expected to work occasional weekend and evening hours.

If you are hired, we will require you to prove that you have received the COVID-19 vaccine or have a valid religious or medical reason not to be vaccinated.

To Apply

Interested candidates should send a cover letter and resume to Karen Phillion, President and CEO, at kphilion@virginiasymphony.org

VSO Statement on Attracting Candidates from All Backgrounds

Equity, Diversity, and Inclusion are music to our ears! The Virginia Symphony Orchestra is an Equal Opportunity Employer committed to increasing diversity among our applicant pool, our musicians, our staff, our board of directors, and in our program offerings. We strongly encourage people from all backgrounds, especially Black, Indigenous, and all People of Color, as well as people with non-traditional experience and educational backgrounds, to apply for this position.