

Helena Symphony

ALLAN R. SCOTT | MUSIC DIRECTOR

Job Announcement

EXECUTIVE ASSISTANT TO THE MUSIC DIRECTOR

JOB DESCRIPTION

The Executive Assistant is responsible for working with and assisting the Music Director in an open, efficient, and professional manner, and assisting the Music Director in the accomplishment of the Helena Symphony's mission, vision, and goals.

The position serves as the principal contact for the Music Director, including the administrator of the Music Director's appointments, guest speaking engagements, public appearances, fund raiser events, travel schedule, correspondence, donor relationships, meetings, press interviews, and office hours. Coordinates logistics for the Music Director related to activities with the Board of Directors, staff, donors, and community relationships.

REQUIREMENTS

- * Self-motivated, detailed oriented and highly organized, with the ability to balance multiple tasks successfully
- * Superior organizational skills and meticulous attention to detail
- * Excellent computer skills with detailed working knowledge of Microsoft Office and task management applications
- * Work with interruptions while completing tasks in a timely fashion
- * Ability to be flexible in various scenarios
- * Maintain a smart phone
- * Ability to maintain close, collaborative working relationships with staff
- * Working knowledge of general office practices and procedures, including filing practices and telephone etiquette
- * Skilled in English grammar, punctuation, and document formatting
- * Ability to listen and respond with the respect and understanding and a willingness to seek solutions
- * Be able to work independently and manage time efficiently
- * Ability to maintain composure under stress
- * Ability to follow written and oral instructions
- * Ability to maintain confidentiality of information
- * Ability to project a willingness to assist and to create a warm, professional atmosphere in the office
- * Ability to plan events and coordinate projects relating plans to goals
- * Highest integrity and ethical standards
- * Understands and supports the mission, goals, structure, and artistic vision of the Helena Symphony
- * Appreciation for classical music and understanding of its value in the community

COMPENSATION & HOURS

The position is 15 hours /week (.38 FTE), and hours are flexible. Some nights and weekends are required. Working around the Music Director's schedule is also expected.

Salary: \$15 / hour annually with paid holidays, paid sick leave, and paid vacation.

HOW TO APPLY:

Please submit a detailed resume and letter of application to Director of Patron Services Scott Kall at patronservices@helenasympphony.org. Candidates selected will interview with search committee and the Music Director. Applications will be considered until the position is filled, but those received before 10 September 2019 will be given priority.