

# Helena Symphony

ALLAN R. SCOTT | MUSIC DIRECTOR

## Job Announcement

### ADMINISTRATIVE ASSISTANT

#### JOB DESCRIPTION

The Administrative Assistant is responsible for working with and assisting the Helena Symphony in an open, efficient, and professional manner, and assisting the staff in the accomplishment of the Helena Symphony's mission. The ideal candidate understands and embraces the Music Director's vision and goals of the Helena Symphony and the role the Helena Symphony plays in the region.

The Administrative Assistant works with the Director of Patron Services with day to day operations of the Symphony offices, including with box office, interacting with patrons, answering the phones, welcoming visitors, and working with office volunteers. Other duties include sending out thank you notes to patrons, reserving the office space for committee meetings, going to the bank as needed, sending notices to the Board of Directors, and working with other members of the Symphony staff. The Administrative Assistant also assists with "front of house" duties during performances.

#### 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 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
- \* 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 20 hours /week (.50 FTE), and hours are flexible.

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](mailto:patronservices@helenasympphony.org). Candidates selected will interview with search committee. Applications will be considered until the position is filled, but those received before 15 May 2020 will be given priority.