

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 senior staff 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. The Administrative Assistant may also serve as the executive assistant to the Music Director. 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 & HOW TO APPLY

The position is 25 hours /week (.65 FTE), and hours are flexible.

This is a non-exempt part-time position that works a flexible 25 hours a week (some weekends and evenings), mostly in the Symphony offices. The Administrative Assistant reports directly to the Director of Patron Services.

The compensation of this position is \$16-18 per hour. Health Insurance with options of vision and dental plan may be offered in the near future. The position includes a flexible work week, personal time off, paid holidays, bonus paid time off, and weekly wellness leave.

Please submit a detailed resume and letter of interest to Cameron Betchey, Director of Development & Communications, at development@helenasympphony.org. Candidates selected will interview with search committee and the Music Director.

Applications will be considered until the position is filled; however, applications received before 30 August 2021 will be given priority. The starting time of the position is flexible.

ABOUT THE HELENA SYMPHONY & HELENA, MT

Founded in 1955, the Helena Symphony maintains an operating budget of over \$1 million annually with healthy financial reserves. Led by internationally noted American conductor, Music Director Allan R. Scott, the 78-member Helena Symphony Orchestra works under a master agreement and is one of the highest paid orchestras in Montana. The 110-member Helena Symphony Chorale is the most active chorus in the state. The Helena Symphony Orchestra & Chorale performs 17-21 performances each Season (July to June), including a Masterworks Concert Series, Non-Series Concerts, Education Concerts, Benefit Concert. Highlights include a Symphony Under the Stars for over 16,000 people, Mozart By Candlelight, Christmas in the Cathedral, and world-renowned guest artists.

In addition to a diverse Board of Directors of up to 31 members, the Helena Symphony maintains a 16-member full-time and part-time staff, with offices on the popular Walking Mall in downtown Helena. The Symphony's performance home is the Helena Civic Center, the largest concert hall in Montana (in addition to other performance venues such as the historic Cathedral of Saint Helena). Over 1,700 people attend subscription concerts regularly with the average audience age 48-52; more than 300 families attend Symphony Kids concerts, and over 2,000 students from a 75 mile radius attend the Youth Concert. More than 16,000 people from around the country attend the annual Symphony Under the Stars at Carroll College.

Helena, Montana continues to be ranked "the number one small arts community in the United States" by several national magazines. In addition to the Helena Symphony Orchestra & Chorale, Helena has an active performing and fine arts community, including Grandstreet Theatre, Archie Bray Foundation for Ceramic Arts, Holter Museum of Art, Queen City Ballet Company, and several other galleries, museums, and performing arts organizations. As the capital city, Helena became the "Queen of the Rockies" with the boom brought on by the 1864 gold strike. Today the state is recognized for its grand architecture, vibrant arts community, noted restaurants and numerous microbreweries, and historic sites, including the Mansion District and the Montana State Capitol. In addition to having some of the most active hiking trails and mountain biking trails within the city per capita Helena is a go-to destination for fly-fishing, boating, and downtown shopping. The City is within driving distance of two of America's most breathtaking National Parks: Yellowstone and Glacier. Helena currently has about 35,000 residents in the city itself and a total of about 68,000 in Lewis & Clark County.