HELENA SYMPHONY

ALLAN R. SCOTT MUSIC DIRECTOR
THE JIM & SUZI STANGER CHAIR

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, 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, the mission of the organization, and the role the Helena Symphony plays in the region.

The Administrative Assistant works with the senior staff to manage the day-to-day operations of the Symphony office, including welcoming visitors, answering the phones, interacting with patrons and donors, and working with office staff and volunteers. Other duties include managing correspondence with patrons, donors, sponsors, and volunteers; coordinating and managing mailings, supply inventory, and office space; and assisting with receptions, events, and meetings.

REQUIREMENTS

The successful candidate for the Administrative Assistant position will have the following knowledge and skills:

- Superior organizational skills and meticulous attention to detail
    - Must be self-motivated, detail oriented, and highly organized, with the ability to prioritize and balance multiple tasks successfully
    - Must be able to work independently and manage time efficiently
    - Must be able to follow written and oral instructions and ask questions to gain understanding
    - Must be able to manage interruptions while completing tasks in a timely fashion
- Demonstrated skill in clear communication and responsive assistance at all organizational levels
    - Must project a willingness to assist and to create a warm, professional atmosphere in the office
    - Must be able to listen and respond with the respect and understanding and a willingness to seek solutions
    - Must maintain and cultivate positive relationships both in and out of the office
    - Must be flexible and able to adapt or change focus toward collaboration and understanding in various scenarios
    - Must foster and maintain close, collaborative working relationships with staff
- Excellent computer skills with detailed working knowledge of Microsoft Office and task management applications
    - Must maintain a smart phone
    - Must have experience in learning new software or hardware interfaces
- Demonstrated knowledge of general office practices and procedures, including filing practices and telephone etiquette
    - Must be highly skilled in English grammar, punctuation, and document formatting
    - Must have experience with maintaining confidentiality of information
    - Must possess a high level of integrity and ethical standards

- Demonstrated understanding and support of the mission, goals, structure, and artistic vision of the Helena Symphony
- Demonstrated knowledge of and an appreciation for classical music and its value in the community

COMPENSATION & HOW TO APPLY

The position is 20 hours /week (.50 FTE), and hours may be flexible.
This is a non-exempt part-time position that works a guaranteed 20 hours per week, mostly in the Symphony offices. Office hours are generally 10am-4pm, with some evening and weekend work required during concert cycles. The Administrative Assistant reports directly to the Director of Patron Services.

The compensation of this position is $17 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 Knight, Director of Development & Communications, at **development@helenasymphony.org**. Candidates selected will interview with search committee, the Music Director, and other organization members as requested. Applications will be considered until the position is filled; however, applications received before 1 December 2026 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 $1.6 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, along with additional performance venues such as the historic Cathedral of Saint Helena. Over 1,700 people attend subscription concerts regularly with the average audience age of 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 Musuem of Art, Queen City Ballet Company, and several other galleries, musuems, 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 additional to having some of the most active hiking trails and mountain biking trails within the city per capital 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.