

||: ProMusica

CHAMBER ORCHESTRA
DAVID DANZMAYR, MUSIC DIRECTOR

Job Title: Executive Assistant & Board Liaison
Type: Full Time
Organization: ProMusica Chamber Orchestra

Position Opportunity:

The Executive Assistant & Board Liaison (EA) provides support to the CEO; managing the administrative operations of the office and serving as liaison to the ProMusica Board of Trustees and ProMusica Sustaining Board. This position performs a wide variety of administrative tasks – serving as the foundation of the CEO’s office – coordinating cross-departmental projects, handling sensitive information, and duties including scheduling appointments, handling correspondence, preparing reports, conducting research, and managing Board of Trustees relations. The EA will possess exceptional communication, organization and interpersonal skills, and a high level of professionalism to represent the CEO and the organization.

Duties and Responsibilities:

Assistant to the CEO

- Completes a wide range of administrative tasks for the CEO including managing calendars, correspondence and files; arranging travel, events and presentations; conducting research; compiling data and materials for meetings; and processing expenses.
- Communicates directly, and on behalf of the CEO with Board members, donors, patrons, community leaders, media partners, artists, and administrative colleagues.
- Oversees and prepares the creation and distribution of internal and external communications/correspondence for the CEO; ensures thank you responses are conducted in a timely manner; prepares Board meeting agendas and reports; organizes and maintains confidential files.
- Screens phone calls and mail, and prioritizes, responds, or redirects as appropriate; coordinate media/interview requests.
- Partners with the Development office to prioritize the CEO’s stewardship of donors.
- Serves as project manager on strategic initiatives and projects as directed by the CEO in support of ProMusica’s mission and operations.

Board Liaison and Support

- Serves as primary liaison to Board of Trustees, schedule and manage preparations for all meetings of the Board including: venue, invitations/RSVPs, agendas/materials, auxiliary supplies, and presentations.
- Prepares minutes for approval and organize permanent record of official minutes and other proceedings of the Board.
- In addition to Board meetings, prepares and distributes agendas and materials for Executive, Finance, and Nominating/Governance Committee meetings; identify any required action items.
- Maintains all documents and records including by-laws, member bios, committee membership, board roster, board handbook, and board commitment form.
- Responds quickly and amiably to Board members’ requests for information.
- Serves as liaison and point of contact for the ProMusica Sustaining Board, a dedicated group of volunteers who fundraise on behalf of ProMusica. Attend meetings as needed.

Office Assistance

- Assists the CEO, Staff, and Board as needed at concerts and special events.
- Manages reception area of the office; help greets visitors and patrons.
- Supports staff by performing general office duties to keep space organized and efficient including ordering supplies, tracking inventory and office equipment maintenance.
- Manages accounts and respond to emails in general ProMusica inbox as needed.
- Other duties as assigned.

Experience and Characteristics Required:

- Exceptional organizational skills and attention to detail; tracking and follow-up on items and issues on a timely basis.
- Professional and resourceful, working independently and as a team player.
- Excellent interpersonal skills with a professional demeanor to represent the CEO and organization to both external and internal constituencies.
- Ability to build relationships with stakeholders (including staff, board, external partners and donors) in person, via phone and through written communications.
- Outstanding customer service skills and the discretion to handle confidential and sensitive information.
- Ability to manage multiple projects simultaneously and within a fast-paced environment.
- Forward looking thinker, actively seeking opportunities and proposes solutions.
- Proficiency in Microsoft Office and willingness to learn new systems.
- Passion for the arts a plus.
- Flexibility to work outside normal office hours at concerts/events.

To Apply:

Please email resume, cover letter and references to: Janet Chen, CEO at jchen@promusicacolumbus.org. No phone calls, please. www.promusicacolumbus.org.

ProMusica does not discriminate in its employment decisions on the basis of race, color, religion, ancestry, age, sex, gender identity, sexual orientation, marital status, national origin, disability, veteran status, or any other protected class. As an Equal Opportunity Employer, we celebrate diversity and are committed to creating an inclusive and equitable environment for every staff member.