



POSITION DESCRIPTION

Position Title:	Executive Assistant
Department:	Executive
Reports Directly To:	President and CEO
Working hours:	Full-time, includes some evenings and weekends
FLSA status:	Non-exempt, hourly

POSITION OVERVIEW

Provides administrative and executive support to the CEO. Works closely with all HSO departments and external partners to ensure accurate and efficient communication and logistical coordination. Serves as a liaison to the Board of Directors and is a forward-facing representative of the HSO to the greater community.

KEY DUTIES AND RESPONSIBILITIES

- Provide administrative and other assistance to the CEO, including, but not limited to:
 - Maintain calendar with meetings, speaking engagements and fundraising events. Schedule and confirm appointments.
 - Receive internal and external inquiries and communications and respond accordingly.
 - Accompany CEO to speaking engagements and appearances as needed.
 - Prepare expense reconciliation.
 - Execute travel arrangements.
 - Perform other duties as assigned.
- Assist the CEO in the execution of all Board of Directors-related activities including, but not limited to, coordination and set up of meetings, preparation and distribution of materials, greeting of guests, internal and external correspondence and maintenance of Board records including, but not limited to Bylaws, Conflict of Interest, Board Surveys, etc.
- Assist CEO in the execution of Board development activities including, but not limited to new Director Orientations, committee job descriptions and assignments, etc.
- Attend Board of Directors, Governance, and Executive Committee meetings, create and distribute minutes.
- Attend other Board committee meetings as required.
- Plan and facilitate the Annual Meeting.
- Coordinate special projects including, but not limited to, union negotiation support, artistic planning initiatives, community partnerships, programming support, CEO's report, orientation materials for all employees, etc.
- Produce reports and presentations, provide documents, information, data analysis and tracking as needed and requested for CEO and Board of Directors.
- Facilitate internal communications to the staff, Board and musicians.
- Assist in the preparation of vendor, musician and/or guest artist contracts and check requests.

- Assist the Music Director as needed per CEO's request (general communication, special projects).
- Facilitate and track requests for complimentary/priority purchase of HSO concert and event tickets as needed.

Direct Reports: This position has no supervisory responsibilities.

EXPERIENCE AND SKILLS REQUIRED

- College degree, minimum three years related experience, arts or non-profit experience a plus.
- Strong organizational skills, attention to detail, and ability to successfully multi-task with multiple priorities. Comfortable with sensitive and confidential information and communication protocols.
- Good judgement and discretion in making decisions within the scope of responsibilities.
- Excellent verbal and written communication skills.
- Proficient in MS Word, Excel, PowerPoint, Outlook, Zoom and Microsoft Teams. General familiarity with popular social media platforms (e.g., Facebook, Twitter, YouTube).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit, stand and may occasionally lift and/or move up to 25 pounds and be able to stand for up to 4 hours.

ABOUT THE HSO

Founded in 1934, the HSO delivers uniquely powerful and emotional experiences that lift and transform the spirit and help create vibrant communities in the Greater Hartford area. With an operating budget of approximately \$5.5M, the HSO presents more than 75 concerts annually, including Masterworks, POPS!, Sunday Serenades, Discovery Concerts, Symphony in Schools, Community Concerts, the Talcott Mountain Music Festival, and more. In 2011, Carolyn Kuan was named the HSO's tenth music director, the first woman and youngest person to hold this title. She has led the HSO to new artistic heights with community-focused concerts, dedication to diversity of artists and composers, and innovative programming. The Bushnell Performing Arts Center is home to the HSO's administrative offices and is its primary performance venue with two theaters and several multi-function spaces. The Simsbury Meadows Performing Arts Center hosts the HSO's Talcott Mountain Music Festival for five weeks each summer. The 2023-24 season will see a complete rebranding campaign come to fruition, with revised messaging, graphic design elements and HSO logo.

Compensation: \$25.00 - 27.00 hourly plus comprehensive benefits package including vacation and personal time, health and dental insurance, 403b retirement plan and more.

Please submit cover letter and resume to: jobs@hartfordsymphony.org

The HSO is a Not-For-Profit, Equal Opportunity Employer, proud to serve Connecticut and its citizens. The Hartford Symphony Orchestra is committed to creating a diverse, equitable, and inclusive work environment, and strongly encourages BIPOC, members of the LGBTQ+ community, immigrants, and differently abled candidates to apply.