



POSITION DESCRIPTION

Position Title: Part-time Executive Assistant
Department: Executive
Reports Directly To: President and CEO
Working hours: Part-time, 20-25 hours, 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 exterior 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.

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 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 dissemination 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, 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).
- Process and track requests for complimentary/priority purchase of HSO concert and event tickets and those at other venues as needed.

Education and/or Experience:

- College degree, minimum five years related experience.
- Strong organizational skills, attention to detail, and ability to successfully multi-task with multiple priorities. Comfortable with sensitive and confidential information and communication protocols.
- Confidence in verbal and written communication and self-expression.

- Proficient in MS Word, Excel, Powerpoint, Outlook, Zoom, Microsoft Teams. General familiarity with popular social media platforms (e.g. Facebook, Twitter, You Tube).
- Team player with exceptional collaboration, interpersonal communication, flexibility, positive attitude and problem-solving skills.
- Personal appreciation or experience in the performing arts a plus.

The above statements are intended to describe some specific duties and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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.

Please submit resumes to: jobs@hartfordsymphony.org