



## **Position Description: Assistant to the President**

**Reports To:** President & CEO  
**FLSA Status:** Full-time Exempt  
**Date Prepared:** December 2011      **Review By:** December 2012

### **Position Summary**

The Assistant to the President is responsible for providing administrative support to the President & CEO in the areas of board and other volunteer administration; management reporting and communications support; and vendor relationship and contract administration. The incumbent also works closely with: the Vice President, Patron & Institutional Advancement; members of the Board of Directors, Advisory Council, and Encore Society; and key institutional vendors and consultants.

### **Accountabilities: Volunteer & Staff Administrative Support**

- Support to the Board of Directors and advisory councils as administrative liaison for the President & CEO by:
  - Scheduling and coordinating set-up for full board, Executive Committee, and select governing board committee meetings, and for the Symphony Association Annual Meeting (including coordinating meeting locations, coordinating calendars, issuing meeting reminders, coordinating catering, and tracking meeting attendance)
  - Consolidating governing board, advisory council, and staff reports for monthly distribution prior to Executive Committee, full board, and select board committee meetings
  - Providing administrative support for the strategic planning process
  - Maintaining and distributing official minutes and support materials
  - Maintaining and communicating updated rosters of board, advisory council, staff, and committee members; developing and tracking replies to other board documents such as Policy Acceptance Statements
  - Updating the Board Book and providing other board support materials, as directed
- Assist with volunteer coordination and management as needed for concerts, marketing and public relations support, and community engagement activities
- Schedule and prepare support materials for staff meetings
- Provide support for intern administration (recruitment, tracking and project management)

### **Accountabilities: Management Reporting & Communications Support**

- Draft leadership and industry reports, including but not limited to assorted analytical and statistical reports for the Board of Directors, Arts Council and League of American Orchestras
- Monitor ticket sales results by event and coordinate implementation of strategy adjustments for under/over-producing events with marketing consultant
- Coordinate the messaging and promotion of events, including writing and distributing press releases
- Support development and distribution of assorted communications to Board and other volunteers, patrons, sponsors, vendors; artistic, business and civic partners
- Coordinate concert playbill production for all concert playbills (series playbills, *Messiah*, *Holiday Concert*, Youth Orchestras concerts):

- Coordinate annual playbill ad sales efforts, meeting or exceeding budgeted ad sales targets
- Coordinate collection of necessary copy from staff members
- Coordinate playbill production (layout, editing, printing) with designer(s) and printers

**Accountabilities: Strategic Vendor Relationship & Contract Administration**

- Provide administrative support for vendor relationship management and contract administration functions:
  - Support establishment and implementation of strategies and timelines for the subscription and single ticket marketing campaigns; communicate timelines and progress against goals as appropriate
  - Coordinate production, booking/placement of print advertising, direct mail and other collateral materials with designer(s), printer(s), mail house(s), and media vendors (print, direct mail, broadcast, out of home)
  - Maintain contract files
- Provide administrative support for tracking strategic vendor expenses:
  - Track marketing and public relations and other strategic vendor budgets, as assigned; report on status of same monthly to Symphony management
  - Track and process associated invoices in accordance with policies

**Accountabilities: Other**

- Attend all performance and fundraising events, meetings of the Symphony Association Board of Directors, and meetings of the Encore Society as a staff liaison.
- Perform other functions as assigned by the President & CEO or Vice President, Patron & Institutional Advancement

**Position Requirements**

- Bachelor’s Degree required
- Minimum two years of strong administrative/project management experience strongly preferred
- Outstanding oral and written communications skills
- Excellent planning, organizational and research skills; demonstrated ability to manage multiple concurrent projects and priorities
- Detail-oriented; demonstrated ability to maintain accurate, orderly and timely records
- Outgoing and enthusiastic personality that encourages interest in and support of the Symphony
- Self-motivated with demonstrated ability to think creatively
- Flexibility and teamwork orientation that inspires trust
- Outstanding computer skills with particular proficiency in the use of Microsoft Office products (especially *Word*, *Excel* and *PowerPoint*); experience with box office software a significant “plus”
- Ability to work evenings and weekends