INDIANAPOLIS SYMPHONY ORCHESTRA

JOB DESCRIPTION

JOB TITLE: Executive Assistant to the CEO

DEPARTMENT: Executive

REPORTS TO: Chief Executive Officer

POSITION SUMMARY:

Provides executive administrative support to the Chief Executive Officer and serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the CEO. The Executive Assistant also serves as a liaison to the Board of Directors and Executive Leadership Team, organizes and coordinates executive outreach and external relations efforts with volunteers and community leaders; and oversees special projects. The Executive Assistant must be creative and enjoy working in a fast-paced environment. The ideal individual will have the ability to exercise good judgment in a variety of situations, handle confidential matters with discretion, demonstrate strong written and verbal communication, possess administrative and organizational skills, and maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

EXECUTIVE SUPPORT

- Completes a broad variety of administrative tasks for the CEO including: managing a complex calendar; arranging meetings and calls; completing expense reports in a timely manner; composing and preparing correspondence that is sometimes confidential; completing errands upon request; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Sets up and maintains files and records, sometimes of a confidential nature.
- Manages CEO's budget by coding and tracking credit card expenditures and statements and monitoring department expenditures.
- Plans, coordinates and ensures the CEO's schedule is followed and respected. Serves as "gatekeeper" for direct access to the CEO's time and office.
- Communicates directly, and on behalf of the CEO, with board members, donors, staff, and others, on matters related to CEO and the institution.

- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the CEO's office and internal departments, demonstrating leadership to maintain credibility, trust and support with senior management staff.
- Works closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Has a keen sense of the internal culture and environment, keeping the CEO informed.
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the CEO, some of which may have organizational impact.
- Prepares a range of deliverables in a proactive manner, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the organization.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Prepares documents, notes, handouts, and all other pertinent information for meetings in advance so that the CEO is well prepared.

BOARD SUPPORT

- Manages and schedules Board of Directors meetings and committee meetings upon request, preparing official notices, minutes, agendas and other related materials. Maintains legal files of minutes and bylaws.
- Adheres with compliance of applicable bylaws regarding board and committee matters, including advance meeting notice and distribution of materials.
- Facilitates information flow between CEO, Executive Leadership Team, Board of Directors, Trustees and Foundation Board.
- Assists all board members with inquiries.
- Develops a good working relationship with all board members and has a reputation of being responsive to requests in a timely manner.

EXECUTIVE LEADERSHIP TEAM LIAISON

- Provides periodic administrative support to members of the Senior Management Team as directed by CEO, by scheduling meetings, preparing materials and correspondences and other duties.
- Works with Vice President of Human Resources to coordinate scheduling, agenda and materials for all Executive Leadership Team meetings and off-sites, and all staff and orchestra meetings.
- Works to enhance/foster inter-departmental communication and coordination.

SPECIAL PROJECTS

- Executes and completes special projects and assignments as assigned, by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; making adjustments to plans.
- Performs other duties, as needed or directed.

MINIMUM REQUIREMENTS:

- BS/BA or equivalent work experience
- 2-4 years of work experience in an office setting using high levels of discretion and access to sensitive information
- Demonstrates strong interpersonal skills and high emotional intelligence
- Understand and demonstrates effective writing skills in both formal and informal communication
- Must possess schedule flexibility and be available evenings and weekends as needed due to work demand and social events
- Must be intermediate level user of Excel and PowerPoint and an advanced user of Word
- Aptitude and willingness to learn Tessitura required
- Requires a great deal of personal judgment as the individual is dealing with a variety of publics and situations
- Excellent organizational skills and flexibility are necessary.

INTERPERSONAL CONTACTS:

INTERNAL: Frequent contact with all levels of employees including staff, board members, stagehands, and musicians

EXTERNAL: Frequent interaction with civic leaders, volunteers, vendors, artists, and the general public

CONTENT OF CONFIDENTIAL INFORMATION:

Personal and financial details for employees, donors, civic leaders, patrons, music directors and board members.

SPAN OF SUPERVISION:

This employee will occasionally lead volunteers and provide direction to others in the course of supporting members of the Executive Leadership Team. The employee will receive direction and requests in person, over the phone, and via email from the CEO, members of the board, and the Executive Leadership Team.

OUR MISSION

To inspire, entertain, educate and challenge through innovative programs and symphonic music performed at the highest artistic level.

OUR VALUES

At the Indianapolis Symphony Orchestra, we are one team committed to achieving our mission through:

- Outstanding **performance** on and off the stage.
- Extraordinary **service** to both internal and external customers.
- A compassionate workplace built on trust and mutual respect.
- A culture of **flexibility** and **openness to change**.

The Indianapolis Symphony Orchestra is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, veteran status or any other status protected by law.

Applications for this position should be sent to jobs@indianapolissymphony.org.