

## EXECUTIVE ASSISTANT AND BOARD LIAISON

**SUMMARY:** The Oregon Symphony Association's Executive Assistant and Board Liaison (EA) assists the President and the Board of Directors. Reporting to the President, the EA provides a wide range of administrative support and speaks frequently on the President's behalf to various partners, inside and outside the organization. The EA functions as the cornerstone of the President's office, coordinating cross-departmental projects and handling sensitive information. With a problem-solving approach, the EA works within teams and independently, under pressure, and with discretion.

The EA collaborates frequently with the President's senior management team—including the Vice President for Finance and Administration, the Vice President for Marketing and Strategic Engagement, the Vice President for Development, the Vice President and General Manager, and the Vice President for Artistic Planning—and often represents for the President and Board in meetings. In many ways, the EA helps to facilitate the smooth overall operation of the Association.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Completes a broad range of administrative tasks for the President—including managing calendars, correspondence, and files; conducting research on people and organizations; arranging events; compiling data and materials for meetings; and processing expenses.
- Communicates directly, and on behalf of the President, with Board members, patrons, donors, administrative colleagues, artists, community organizations, and media partners.
- Drafts speeches, prepares board presentations, and composes gift acknowledgements and other communication.
- Partners with the Development office to prioritize the President's cultivation and stewardship of donor relationships.
- Staffs institutional events that involve the Music Director, orchestra musicians, visiting artists, Board members, and donors.
- Prioritizes requests of the President's time, prepares correspondence, and briefs the President before press interviews, engagement programs, meetings, and events.
- Serves as primary liaison to the Board of Directors, scheduling quarterly board meetings, tracking attendance, producing preparatory materials, devising reports, providing talking points to leadership, drafting minutes, and storing and retrieving information.
- Manages master calendar for the Board—including Executive, Finance, Governance, Development, Marketing, and DEI Committee meetings—and collaborates with the Vice Presidents to ensure effective Board operations.
- Responds quickly and amiably to Board members' and other leaders' requests for information.
- Collaborates with the senior management team and on behalf of the President on a wide range of institutional initiatives.

- Follows up with Board members to track progress towards institutional initiatives.
- Manages the master calendar for the organization as a whole; identifies and resolves scheduling conflicts interdepartmentally.

## ABOUT THE OREGON SYMPHONY

The Oregon Symphony is a vibrant nonprofit organization, which has achieved record ticket sales and contributions in recent years. At a time when many orchestras are reducing their classical programming, the Oregon Symphony continues to invest in the art form, reach new audiences, and deepen its community engagement. In the 19/20 season and before the Covid shutdown in March 2020, the Symphony expanded its Classical Series and premiered works by Andy Akiho, John Adams, Gabriella Smith, Oscar Bettison and George Walker. Although not performing onstage during the 20/21 season due to the continued shutdown, the Symphony has produced critically acclaimed digital programs—such as *Symphony Storytime* in Spanish and English and *Essential Sounds* to honor essential workers—that have helped to inspire and educate children and adults worldwide.

The Symphony unites exceptional musicians, a world-class conducting staff, an unrelenting focus on excellence, a compelling vision, and a strong commitment to the greater good. As the largest arts organization in the largest city in the state, the Symphony is central to a thriving arts community in Oregon and Southwest Washington. It is propelled by the desire to bring the power of music to more people in new ways, always *moving music forward*.

Each year, the multi-Grammy nominated Oregon Symphony performs more than 115 concerts in Portland, Salem, Newberg, and beyond. It also produces award-winning educational and community events in schools, correctional facilities, homeless shelters, immigration centers, retirement homes, and sports venues. These programs directly serve more than 250,000 people annually and reach tens of millions more around the globe through its broadcast programs. It is supported by thousands of individuals, businesses, and foundations and receives funding from the Regional Arts & Cultural Council, the Oregon Arts Commission, and the National Endowment for the Arts.

The Oregon Symphony Association employs 76 full-time union musicians, who have been led for 18 seasons by renowned Music Director Carlos Kalmar. As announced in February 2021, David Danzmayr will succeed him as the Oregon Symphony's new Music Director in Fall 2021, the start of the Symphony's 125th anniversary season. Under Danzmayr, a new Creative Alliance will feature extraordinary artists and cultural thought leaders, including Nathalie Joachim, Gabriela Lena Frank, Jun Märkl, Gabriel Kahane, Simone Lamsma, and Johannes Moser. Beyond this august group, the Symphony engages dozens of guest conductors and soloists each year to perform with the orchestra.

The Association's annual operating budget is approximately \$22 million, of which 80% is spent on artistic and engagement programs. It employs a full-time staff of 45, who are responsible for concert production, marketing, public relations, education, community engagement, fundraising, customer service, accounting, and financial reporting.

The Association is governed by a volunteer Board of Directors, who annually contribute thousands of hours and donations of more than \$2 million. The full Board meets quarterly and during an annual summer retreat; its various committees each meet several times each year.

## **ABOUT THE PRESIDENT**

Since becoming President and Chief Executive Officer of the Oregon Symphony in July 2014, Scott Showalter has diversified its onstage concerts, broadened its reach in the community, expanded its broadcast and recording programs, and raised its local, national, and international profile. He has challenged how people conceive the role and value of classical music, staging multimedia productions that highlight societal themes like immigration, the environment, and homelessness. Oregon Symphony musicians now assist public school teachers to develop arts curricula and collaborate with engineers to develop musical applications for computer chip technologies.

Before moving to Portland, Showalter worked as Vice President of the Los Angeles Philharmonic, Associate Vice President of the University of Chicago, and Associate Dean of Stanford Law School. A classically trained pianist, Showalter holds an undergraduate degree from Stanford University and an MBA from the University of California, Los Angeles. He additionally serves on the board of Northwest Academy, an arts-focused college preparatory school in Portland, Oregon.

## **CANDIDATE PROFILE**

The ideal candidate is an experienced administrative professional with superior time-management skills, organizational abilities, and attention to detail. This person is articulate, thoughtful, and approachable. They have an innate ability to understand people's needs and the experience to manage effectively without direct authority. They have significant experience handling competing priorities with grace. They also can work flexible hours, thrive in a fast-paced environment, and have an appreciation for the arts.

## **COMPENSATION**

Salary and benefits are competitive and commensurate with qualifications and experience. This position is fulltime, exempt, and is remote at this time, though in the future will require in-person work in downtown Portland.

## **APPLICATIONS**

The Oregon Symphony is an equal opportunity employer and is committed to diversity, equity, and inclusion in all facets of the organization. We seek to develop a diverse candidate pool and welcome nominations and applications from all qualified candidates regardless of race, gender, sexual orientation, age, disability, religion, or national origin.

If you are interested in this position, please submit a cover letter and resume to [careers@orsymphony.org](mailto:careers@orsymphony.org). No phone inquiries, please. All submissions will be held in confidence.

Position is open until filled.