

**Administrative Assistant**  
**Alabama Symphony Orchestra**  
**Date Posted: February 16, 2018**



**Administrative Assistant**

Reports to: Executive Director

**1) Provides administrative support to the Executive Director and the Music Director**

- Helps ensure the day-to-day operation of the ASO office runs smoothly and efficiently. This includes promptly replying to constituents' requests and attending to project details in a timely manner.
- Acts as a resource for information to ASO staff, the Board of Directors, committees, and the general public.
- Manages and coordinates Executive Director's schedule, sets up meetings, and makes travel arrangements. Keeps Executive Director informed of important issues; handles confidential and sensitive matters.
- Drafts and proofreads correspondence; designs and maintains reports and spreadsheets, distributes copies, and maintains records.
- Completes projects as needed or as directed by the Executive Director; researches and gathers information from internal and external sources. Summarizes and compiles findings in written reports, spreadsheets, graphs, or other appropriate formats.
- Maintains Music Director's calendar and tracks appointments.
- Provides administrative support to directors as requested by the Executive Director.

**2) Manages board operations**

- Maintains Board of Directors and committee lists and files.
- Supports Board, Endowment Board, Executive, Finance, Audit, and other committees.
- Manages all administrative and logistical aspects of board-level and other committees, including setting meeting schedules with committee chairs, coordinating agendas, distributing meeting announcements, assembling and disseminating preparatory materials, preparing meeting minutes, and reserving meeting room space.
- Coordinates logistics for meetings and events, preparing and distributing materials & agendas; creates PowerPoint presentations; reserves and prepares facilities; ensures all parties are informed of schedule, location, changes and other logistics (dial-in numbers, materials, etc.). Tracks responses.
- Composes and produces letters, meeting reports and other correspondence from dictation, verbal direction, and knowledge of organization policy and procedures. Proofreads documents; performs research; compiles information, reports, and spreadsheets.
- Takes meeting minutes and notes; distributes to appropriate parties in a timely fashion.
- Distributes follow-up materials.

### 3) Manages office and vendors

- Inventories and orders office supplies.
- Sorts and processes the mail; prepares and promptly distributes daily check log.
- Assists with new employee onboarding (sets up phone and email; orders business cards, office keys, etc.).
- Assists with outgoing employee process (disables phone, returns keys, etc.).
- Monitors building issues and ensures upkeep/maintenance of facilities (including light housekeeping).
- Answers incoming calls to the main phone line of the organization.
- Maintains various calendars, including Conference Room calendar.
- Manages and coordinates set-up of staff office space and equipment.
- Monitors office supplies and technology budget while coordinating with finance department and staff.
- Arranges travel for staff.

### 4) Other duties as assigned

#### **Desired Qualities/Experience:**

The Administrative Assistant works with department heads, the Board of Directors, donors, volunteers, patrons, and ticket buyers and interfaces regularly with staff and musicians and must maintain a high degree of confidentiality in all aspects of the job. This person should have the ability to work independently and, when necessary, work as an essential part of the team. The Administrative Assistant must have excellent computer skills and Microsoft Office proficiency. Excellent written, verbal, and organization skills are required. Most have excellent attention to details, reliability, and ability to prioritize and meet deadlines under pressure; should be an active listener with the ability to maintain composure in demanding circumstances. Applicants should have at least 2-4 years of administrative experience (preferably working with a nonprofit and board of directors).

#### **SUBMISSION:**

Please send cover letter, resume, and reference information to:

[jobs@alabamasymphony.org](mailto:jobs@alabamasymphony.org)

Subject line: Administrative Assistant application

*The Alabama Symphony Orchestra is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. The Alabama Symphony Orchestra will not tolerate discrimination or harassment. A criminal background check will be conducted prior to hiring. A period of evaluation will be required.*