

# RICHMOND SYMPHONY

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| <b>Title</b>      | Artistic Assistant | <b>Reports To</b>     | Director of Artistic Planning and Orchestral Operations |
| <b>Department</b> | Operations         | <b>Classification</b> | Full Time Salaried/Non-Exempt                           |

## Job Summary

The Artistic Assistant provides administrative and logistical support to the Richmond Symphony Operations department. Primary responsibilities include administrative support to the Music Director, guest artists, soloists, conductors and the Richmond Symphony Chorus. As the primary point of contact for artists and artist managers, the Artistic Assistant is responsible for the coordination of artist itineraries, advancement of travel logistics and artist contract administration. The Artistic Assistant reports to the Director of Artistic Planning and Orchestral Operations and works directly with the Music Director, Director of the Richmond Symphony Chorus, the Operations department and various external constituents.

## Responsibilities

### In support of the Artistic & Operations department and the Music Director

- Produce and deliver Richmond Symphony artist itineraries in coordination with artists, artist managers and Director of Artistic Planning and Orchestral Operations.
- Coordinate artist travel and accommodations as per contract requirements.
- Manage all aspects of artist hospitality including dressing room preparation, catering, artist supplies, comp requests and backstage guest requests.
- Manage all aspects of artist ground transportation needs including artist driving and coordinating car service as needed.
- Provide support in the processing of foreign artist visas in collaboration with artist managers.
- Work with Operations and Artistic departments as needed to create, issue and administrate guest artist contracts. Process returned contracts for execution, providing documentation to the Accounting Department for proper payment and tracking of all fees and checks.
- In collaboration with the Director of Artistic Planning and Orchestral Operations, distribute and collect information from conductor questionnaires including string counts, editions and rehearsal orders.
- Assist with the creation and production of supertitles as needed.
- Provide administrative support arranging symphony musician accommodations as needed.
- Additional administrative support for Richmond Symphony operations department as needed.
- Develop and maintain the Music Director's Richmond Symphony calendar and assist with their day-to-day business while in Richmond.
- Handles logistics and travel arrangements for Music Director in collaboration with their management.
- Act as Music Director liaison to all departments within the Richmond Symphony to coordinate philanthropy, communications, marketing, education and community engagement requests with appropriate staff.

## As Assistant to the Richmond Symphony Director of Chorus

- Provide administrative support for the Richmond Symphony Chorus including all communications and correspondence.
- Attend all chorus services.
- Develop rehearsal schedules and secure suitable rehearsal spaces.
- Set the rosters of singers for the season's activities.
- Maintain rehearsal pianist schedule, engage substitute conductors, and schedule sectionals as needed.
- Facilitate the Chorus audition process, including advertising, scheduling, and communication of results, and any related logistics.
- Track choral budget throughout the fiscal year and re-forecast as needed.
- Track all Chorus invoices and process all payments.
- Oversee the organization and maintenance of the choral library. In conjunction with the Music Librarian, organize the timeline for the acquisition, organization, and distribution of scores.
- Establish and oversee the Chorus Committee of volunteers.
- Performs other duties as needed.

### Qualifications

Successful performance in this position requires an individual with excellent organizational skills, writing and communication skills including attention to detail and efficient time management, the ability to collaborate creatively and work effectively with internal and external partners, and the ability to execute tactical activities that accomplish departmental and organizational goals.

- Minimum of 1 year related experience; preference will be given for successful experience working for an arts institution
- Demonstrated ability to handle confidential conversations, correspondence and records
- Very strong people skills necessary, with particular ability to work effectively with volunteer groups. Must be comfortable addressing large groups
- Ability to relate to a diverse group of people including musicians, staff, board members and community members
- Effective communication skills both verbally and in writing
- Proven track record of effective time management, flexibility and strong organizational skills
- Ability to multi-task and meet simultaneous deadlines
- Very strong computer skills necessary including experience with tools such as online survey platforms, Microsoft Word, Excel, Outlook, and any customized scheduling software. Knowledge of OPAS is a plus.
- Ability to read music is preferred.
- Commitment to the principles of teamwork and shared responsibility

### Environment

- Salary range: \$32,000-35,000 depending on experience
- Competitive benefits package included
- Position will have work space in the Richmond Symphony office (parking provided).
- Work is performed in a friendly and fast paced office environment.
- Attendance and participation at concerts, events and activities will be expected outside of normal office hours and on weekends. Overtime may be required
- Must be available for Tuesday evening Richmond Symphony Chorus rehearsal duty
- Attend Operations Department weekly meeting and monthly Symphony staff meeting

- Must have valid driver's license
- Must be able to lift 25 lbs.
- Must be able to satisfactorily pass a background check by a private third- party

**To Apply**

Please send cover letter and resume to Jennifer Arnold at [artistic@richmondsymphony.com](mailto:artistic@richmondsymphony.com)  
Review process starts January 31, 2022.  
Phone calls will not be accepted.