



<b>Title</b>	Office & Communications Assistant	<b>Reports To</b>	Assistant Director of Marketing
<b>Department</b>	APC	<b>Classification</b>	Full Time Salaried/Non-Exempt

**Job Summary**

The Richmond Symphony seeks an energetic and organized individual to serve as the Office & Communications Assistant. This position is responsible for the day-to-day administrative requirements of the Richmond Symphony office, provides support for the Marketing Department, and serves as a liaison and coordinator for the Board of Directors. The role provides office-wide support but will work especially closely with the Advancement and Patron Communications (APC) department to facilitate a smoothly operating office.

**Responsibilities/Duties/Functions/Tasks**

- Responsible for day-to-day operations within the Richmond Symphony office, including:
  - Answering phones and serving as the first point of contact with the Symphony office for the general public
  - Opening and distributing mail
  - Coordinating office supply vendors including those providing maintenance on office equipment such as copiers
  - Coordinating IT support for routine network, phone, email, and desktop computer maintenance
  - Maintaining an organized and efficiently running physical office space
  - Coordinating on-boarding activities for new staff, interns and work-study students as needed
  - Coordinating the roll-out of the new retention schedule (filing system)
  - Coordinating items for the archive
  - Coordinating meetings and maintaining a company calendar
  - Providing aid in developing presentation materials

- Serve as the meeting coordinator for the Richmond Symphony Board of Directors with tasks including:
  - Coordinating both Board and committee meetings, both in person and online via Zoom
  - Recording and distributing minutes for both Board and committee meetings
  - Distributing electronic material and other correspondence needed in advance of Board and committee meetings
  - Supporting board engagement activities
- Assists with organizing volunteer opportunities
- Updates community calendars and other online spaces with event information
- Supports box office ticket sales and subscription processes as needed
- Works as a greeter at concerts during evenings and weekends as requested
- Assisting in processing invoices
- Basic website editing
- Performs other duties as assigned by the Executive Director or Director, APC.

## Qualifications

A suitable candidate will have a positive outlook, a love of music and a 'can do' attitude.

In order to be successful in the role a suitable candidate will need excellent organizational skills, an eye for detail and efficient time management. Further, a successful candidate will demonstrate a desire to proactively improve the workplace by envisioning and implementing new and efficient workplace processes.

The following qualifications are required

- Proven track record of effective time management, flexibility and strong organizational skills
- Commitment to the principles of teamwork and shared responsibility
- Ability to multi-task and meet simultaneous deadlines
- Ability to act with discretion in handling confidential conversations, correspondence and records
- Ability to relate to a diverse group of people including staff, Board members and community members
- Ability to communicate effectively both orally and in writing
- Ability to proactively identify and relay issues to other members of the APC team
- Familiarity with basic office computer applications such as Word, Excel, Powerpoint, Google docs, Google calendar

The following qualifications are desirable but not required:

- Previous office administrative or executive assistant experience
- Basic understanding of IT and network/computer systems
- Experience with basic bookkeeping
- Experience with donor or ticketing databases

### Environment, Benefits & Salary

- Position will a dedicated have work space in the Richmond Symphony office
- Parking provided
- Flexible work from home / office options are available.
- Work is performed in a friendly and fast paced hybrid office environment.
- Attendance and participation at concerts, events and activities will be expected outside of normal office hours and on weekends.
- Competitive benefits package include
- Salary \$32,000

### How to apply

- Applicants must submit a resume, cover letter and at least 2 professional references
- Application review ends July 31<sup>st</sup> 2022
- Any offer of employment is contingent upon background check
- Please submit materials to [marketing@richmondsymphony.com](mailto:marketing@richmondsymphony.com) or post to Amy Buhrman, Richmond Symphony, 612 East Grace St., Suite 401, Richmond, Virginia, 23219.