

RICHMOND SYMPHONY

Title	Executive and Finance Assistant	Reports To	Executive Director and Director of Finance/Admin
Department	Administration	Classification	Exempt

Job Summary

Is your heart in the nonprofit world? Are you passionate about the arts? Do you enjoy a vibrant, fast-paced environment? Bring your energy and enthusiasm to The Richmond Symphony in the role of the Executive and Finance Assistant. You will help change lives through the power of music by assisting the Executive Director and the Director of Finance and Administration in critical administrative and managerial functions.

Roles and Responsibilities

- Provide extensive and continuous management of calendars, domestic/international travel, expenses, contract administration and event registrations.
- Serve as the initial and primary liaison and gatekeeper between the
 - Executive Director and other parties, both internal and external and
 - Finance Department and key vendors.
- Coordinate meetings, including preparing executive leadership with materials, event/meeting briefings and background on participants.
- Assist in tracking key operational metrics through research, compilation and organization of data.
- Perform daily, weekly, monthly and annual duties to support the Finance Department in the areas of mail distribution, invoice preparation, musician communication, scanning, filing, post office deliveries and audit preparation/requests.
- Respond to a wide variety of requests for information.
- Perform special projects that require a combined knowledge of administrative and technical operations.
- Analyze needs and issues as they arise, determining and communicating a course of action and level of urgency.
- Maintain confidentiality in all aspects of team and company information.
- Provide back-up administrative support to other departments as necessary.
- Perform other duties as required.

Qualifications

- Exceptional organizational skills.
- An attention to detail.
- Strong people skills.
- Savvy time manager.
- Agile multitasker.
- Proficient oral and written communicator.

- Ability to work independently with minimal supervision.
- Mindfulness of maintaining confidentiality of sensitive information.
- Willingness to work on location in downtown Richmond.
- Occasional availability during evening and weekend hours during concerts and events.
- Working knowledge of Word, Excel, PowerPoint, Google Docs and Google Calendar.

Benefits & Salary

- Benefits include health insurance, self-funded dental insurance, 403(b) account, paid time off, free parking
- Annual salary of \$43,000-\$45,000

Environment

The Richmond Symphony strives to create an environment built on the shared values of mutual respect, empathy, integrity, transparency, trust, insistence on excellence, hunger for success, passion, creativity and fun.

How to Apply

- Applications will be accepted and reviewed until the position is filled.
- Applicants must submit a resume, cover letter and two professional references.
- Any offer of employment is contingent upon a background check.
- Submit materials to ghenshaw@richmondsymphony.com