



## *Education Assistant, The Richmond Symphony*

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 Education Assistant. You will help change lives through the power of music by providing administrative and logistical support to the Education department.

### What exactly would I do?

As the Education Assistant, you will have a mix of administrative tasks as well as interactions with students, parents, teachers and conductors of the Youth Orchestra program. Your day could be spent collaborating with staff to plan the yearly calendar or developing a student recruitment plan, connecting with parents to engage family participation, updating the website, drafting communications, facilitating virtual classroom management, or processing invoices. You could spend an afternoon or evening serving as a greeter at a concert, attending weekly Youth Orchestra rehearsals or annual auditions, or working with a volunteer or work study student.

### What qualifications and skills do I need?

A commitment to our core values of welcoming, passion, innovation, inclusivity and quality is required. In addition, a solid working knowledge of computer applications such as Word, Excel, PowerPoint, Google docs and Google calendar is a must. Familiarity with music and notation software would be a plus. Highly developed time management, organizational, written and oral communication skills combined with flexibility and the ability to meet simultaneous deadlines, act with discretion and relate to a diverse group of people are all desirable traits.

## What's the compensation and benefits?

This is a full time position with an annual salary of \$32,000 plus overtime. Benefits include health, dental, telemedicine, vision, disability and instrument insurances, a flexible spending or health savings account, company holidays, sick and vacation time off, free parking, and a 403(b) plan. A combination of in-person and remote work is possible. Presence and participation at evening and/or weekend concerts, events and other activities is expected.

## How do I apply?

Send an email to [apply@richmondsymphony.com](mailto:apply@richmondsymphony.com) with the following information: cover letter, resume, and two professional references with their contact information. Applications will be accepted until the position is filled. Any offer of employment is contingent upon a background check.

