

CAREER OPPORTUNITY



EXECUTIVE ASSISTANT

The Calgary Philharmonic Orchestra (CPO) is a pillar of Calgary's vibrant arts community and since 1955, has grown to be one of Canada's most celebrated live music ensembles. Each Season, the CPO presents classical masterworks, pop favourites, bold collaborations, and cutting-edge new works. Led by Music Director Rune Bergmann, the CPO consistently attracts world renowned guest artists and dynamic conductors. The Orchestra welcomes over 100,000 visitors annually and, in 2017, launched its live-stream initiative — an immersive, digital concert experience for audiences around the world.

THE ROLE

The CPO is looking for an experienced and task-oriented Executive Assistant to join its administrative team. The Executive Assistant provides day-to-day administrative support to the President & CEO and some administrative assistance to the CPO's executive team.

The ideal candidate has exceptional communication skills and must demonstrate the core values of the CPO with particular emphasis on professionalism, sound judgment, and ethics.

The Executive Assistant reports to the President & CEO and works collaboratively with the Board, full administrative team, and orchestra musicians.

RESPONSIBILITIES

Administration

- Provide high level administrative assistance to the President & CEO and senior leadership team to ensure they are informed of, and prepared for, the daily operations of the CPO
- Perform a variety of functions that require a broad and in-depth knowledge of the programs, goals, and operations of the CPO as well as awareness and understanding of the President & CEO's position on relevant issues
- Anticipate the needs of the President & CEO and be proactive in identifying potential opportunities and challenges
- Coordinate executive communications with staff and outside partners
- Manage the President & CEO's calendar to prioritize activities and anticipate resource needs
- Create, edit, format, and proof a wide range of documents on behalf of the President & CEO and senior leadership team
- Respond to inquiries and direct requests as appropriate
- Plan, coordinate, and facilitate a range of special activities and events for the President & CEO and staff
- Prepare expense reports for the President & CEO's office

Board Support

- Create meeting schedule, prepare and distribute meeting notifications, correspondence, and agenda materials
- Attend Board and Committee meetings, take minutes, ensure motions are passed and recorded, and other duties as required
- Establish working relationship with the Board Chair and Committee Chairs through verbal, written, and electronic correspondence
- Provide additional support to the Board as delegated by the President & CEO

Government Relations

- Support the President & CEO with planning and management of government relationships
- Create materials and presentations for government relations meetings and initiatives
- Liaise with local community partners and government relations as required
- Develop and maintain government contact database

Morningside Music Bridge

- Facilitate communication between the President & CEO, Project Manager, and executive team
- Prepare presentations and materials for the Morningside Music Bridge program
- Coordinate local events and activities related to the Morningside Music Bridge program

DESIRED QUALIFICATIONS

- Post-Secondary education or equivalent experience
- Minimum 3 to 5 years in a related field with experience reporting directly to senior management
- Advanced Microsoft Office skills with proficiency in Word, Excel, PowerPoint, and Outlook
- Strong organizational, project management, and problem-solving skills
- Ability to effectively manage multiple priorities and to adjust to changing priorities
- Ability to maintain confidentiality and exercise diplomacy at all times
- Excellent customer service/public relations skills
- Experience in a not for profit or performing arts organization an asset
- Knowledge of classical music and/or a sincere interest in arts and culture
- Demonstrated ability to work both independently and in a team

ADDITIONAL DETAILS

- Candidates must be available to work beyond office hours including attendance at evening/weekend concerts and events throughout the Season
- Office location: Arts Commons, Floor 2, 205 8 Avenue SE Calgary AB T2G 0K9
- The Calgary Philharmonic Orchestra is an equal opportunity employer

APPLICATION PROCESS

Deadline: 9 July 2018

Please send cover letter, resume and salary expectations to:
Agatha Starczyk, HR Consultant
astarczyk@praeceptumconsulting.com

We thank you for your interest in the Calgary Philharmonic Orchestra. Please note only successful candidates will be contacted.