

Executive Assistant & Board Liaison

WHO WE ARE

Serving the Treasure Valley, the Boise Phil was established 60 years ago but traces its artistic roots back to 1885. It is the longest continuously running cultural organization in the state, and one of the longest in the country. The Boise Phil employs nearly 80 professional musicians each concert season, and presents an array of concerts, education opportunities and other special performances. In addition to the professional orchestra, the Boise Phil also includes the Boise Phil Master Chorale and the Boise Phil Youth Orchestra.

ABOUT THE ROLE

The Executive Assistant & Board Liaison provides comprehensive administrative support with the highest level of professionalism, confidentiality and discretion, for the Executive Director, Music Director and Board of Directors. This position performs a wide variety of important, complex and sensitive administrative assignments that support the management team in executing governance and operations of the Boise Phil.

REPORTING RELATIONSHIPS

The Executive Assistant & Board Liaison reports directly to the Executive Director and supports the activities of the Music Director and Board of Directors.

KEY RESPONSIBILITIES

Executive Support

- Plans, coordinates and ensures the Executive Director and Music Director's schedules are followed and respected. Acts as the gatekeeper and point of contact between top management and other stakeholders. Works closely and effectively with the Executive Director and Music Director to keep well informed of upcoming commitments and responsibilities, and follow up as appropriate.
- Works closely with the Executive Director to help manage the day-to-day operations and to keep fully informed of significant internal issues. Assess inquiries directed to the Executive Director, determine proper course of action and delegate to the appropriate individual to manage.
- Manages logistics for internal meetings including scheduling, supporting agenda development, facilitating, note-taking, communicating to key stakeholders, following up on action items, and setting up the appropriate tools and technology, such as Zoom, Google Meets, etc.
- Coordinates travel arrangements for Executive Director and Music Director as requested, including booking travel, preparing itinerary, providing supplies, coordinating with trip hosts, and completing expense reports.
- Supports the preparation of meetings and other engagements by generating background information, writing draft emails or other communications, and preparing other materials.
- Coordinates the details involved in presenting and speaking, including coordinating and communicating with key stakeholders, developing, editing, and sharing materials, following-up on action items, and surveying participants.

Board of Directors Liaison

- Serves as a point of contact for board members in verbal, written and electronic correspondence.

- Manages relationships with the Board of Directors through consistent communications, compiling thorough and timely board reports.
- Prepares materials and support logistics for Board meetings and retreats.
- Maintains documentation on Board activities & members.
- Helps facilitate and take meeting minutes for board meetings, committee meetings, and board retreats.
- Coordinates with staff to develop reports in preparation for formal board meetings or in preparation for ad hoc, strategic meetings.
- Supports the Board with appropriate follow-up on action items and priorities.

POSITION REQUIREMENTS

- High interest and skill in supporting the operations of a growing organization.
- Outstanding decision-making and problem-solving skills; initiative; resourcefulness; and proven ability to work collaboratively with Executive leadership, Board members, staff, and constituents.
- Experience with online and in person event planning and logistics related to supporting executive leadership and Board of Directors.
- Detail-oriented with strong verbal, written, and visual communication skills.
- Experience with productivity software and meeting technology such as Zoom, GSuite, Airtable, Microsoft Office suite, a plus.
- Adept at project management with a keen understanding of timelines, scheduling, and reminders.
- Strong customer service orientation with the ability to assess what's coming up, anticipate needs, and proactively do what's needed.
- Excellent interpersonal skills, along with diplomacy, tact, confidentiality, and humor.

COMPENSATION

The annual salary for this full-time, exempt position will range between \$38,000 - \$40,000, depending on experience. Compensation also includes a health, dental and vision package with an HSA plan, retirement plan with company match, as well as paid holidays, vacation and personal time off.

APPLICATION INSTRUCTIONS

To apply, please send a cover letter and resume to Laura Reynolds at laura@boisephil.org. The deadline to apply is Monday, June 21.

The Boise Philharmonic Association is an equal opportunity employer that values diversity. All qualified applicants will be considered without regard to race, religion, color, national origin, gender identity or expression, sexual orientation, age, marital status, veteran status, disability status, or any other legally protected category.