



**Special Assistant to the CEO and Executive Office
Executive Division**

Work Status:	Full-Time Regular	Payroll Type:	Exempt
Location of Job:	Davies Symphony Hall San Francisco, CA	Salary:	Commensurate with experience
Reports To:	Chief Executive Officer	Supervisory:	No

JOB DESCRIPTION:

This position reports to and provides administrative and special project support to the Chief Executive Officer of the San Francisco Symphony. This position works closely with two other positions within the Executive Office - the Associate Director of Executive Operations and Board Liaison positions – to support and advance the work of the office. Additionally, the Special Assistant to the CEO and Executive Office will provide administrative support to other members of the senior administrative and artistic leadership teams.

SPECIFIC RESPONSIBILITIES:

- Responsible for the successful operation of the Executive Office, including tracking department expenses and invoices, correspondence, telephone, records, meetings, expense reports, VIP ticket requests, travel, and general administration.
- Coordinates and maintains the CEO’s calendar, as well as activities and meetings with other administrative departments.
- Attends bi-weekly Leadership Team meetings and records action items and responsibilities; attends other executive and other departmental meetings as necessary.
- Assists CEO, Associate Director of Executive Operations, and Board Liaison with cross-departmental projects, board activities, local and national industry initiatives, and other special projects.
- Supports Executive Office efforts to provide administrative support, as necessary, to Music Director Designate, Collaborative Partners and other administrative leadership team members.

QUALIFICATIONS:

Candidate should have experience working collaboratively in a fast-paced office environment. This position requires excellent communication and organizational skills, including advanced use of MSWord, Excel, Outlook, and the ability to proofread well and to write with clarity and style. Excellent problem-solving and project management skills are required. Experience working with senior management, board members, musicians, civic and cultural leaders is also desirable. Must be flexible, team-oriented, optimistic, and comfortable working with sensitive/confidential information.

APPLICATION INSTRUCTIONS

To apply, please visit our website at www.sfsymphony.org. Under the About Us tab, go to the Careers and Auditions page and click on "Jobs at the SF Symphony." Search for this job and click on "Apply for this Position" to submit your resume.

ORGANIZATIONAL PROFILE

The San Francisco Symphony is widely considered to be among the most artistically adventurous and innovative arts institutions in the U.S. Under the artistic direction of Michael Tilson Thomas since 1995, the Orchestra is a leading presence among American orchestras at home and around the world, celebrated for its artistic excellence, creative performance concepts, active touring, award-winning recordings, and standard-setting education programs. In December 2018, the San Francisco Symphony announced Esa-Pekka Salonen as its Music Director Designate along with a group of eight Collaborative Partners from a variety of cultural realms who collectively form a new artistic leadership model. Salonen will begin his appointment as the SFS's 12th Music Director in September 2020, at which time Michael Tilson Thomas will become the Orchestra's first Music Director Laureate, following his remarkable 25-year tenure as Music Director.

The San Francisco Symphony presents more than 220 concerts and presentations annually for an audience of nearly 450,000 in its home of Davies Symphony Hall and through its active national and international touring. A cornerstone of the organization's mission, the San Francisco Symphony's education programs are the most extensive offered by any American orchestra today, providing free comprehensive music education to every first- through fifth-grade student in the San Francisco public schools, and serving more than 75,000 children, students, educators, and families annually. The SFS has won such recording awards as France's Grand Prix du Disque and Britain's Gramophone Award, as well as 15 Grammy Awards. In 2004, the SFS launched the multimedia Keeping Score on PBS-TV and the web. In 2014, the SFS inaugurated SoundBox, a new experimental performance venue and music series located backstage at Davies Symphony Hall. SFS radio broadcasts, the first in the nation to feature symphonic music when they began in 1926, today carry the Orchestra's concerts across the country.

Pursuant to the San Francisco Fair Chance Ordinance, the San Francisco Symphony will consider for employment qualified applicants with arrest and conviction records.

The San Francisco Symphony is an Equal Opportunity Employer.