



Organization: Louisville Orchestra  
Job Title: Executive Assistant to the Chief Executive Officer  
Reports to: Chief of Staff  
FLSA: Full-time, Exempt

### **BACKGROUND TO THE LO**

The Louisville Orchestra has long had a strong reputation for innovation, creativity, and excellence. With an annual operating budget of \$13M, 60 full-time musicians, 40 full-time staff, a Board of 40 Louisville Leaders, and a 34-week performance season, it is currently an organization that is changing the very idea of what a 21st-century orchestra can be and do. Under the leadership of Music Director Teddy Abrams, the Louisville Orchestra is well on its way toward achieving its goal of being “the most interesting orchestra on the planet.”

<https://vimeo.com/743736311/2791647250>

**Job Summary:** Reporting to the Chief of Staff, the Executive Assistant works closely and effectively with the Chief of Staff to provide critical support to the Chief Executive and the Louisville Orchestra. The Executive Assistant actively manages calendars, meetings, correspondence, and information on the Chief Executive’s behalf. Additionally, the Executive Assistant serves as a key point of contact for the board of directors, donors, staff, and others.

**The Ideal Candidate:** The Executive Assistant must be creative and energetic and enjoy working for a fast-paced arts organization. They must possess excellent anticipation skills, exercise keen judgment in various situations, and have strong communication, administrative, and organizational skills. They will have the ability and flexibility to continually prioritize among competing demands. The Executive Assistant will manage various projects independently, professionally, and with discretion. The ability to manage confidential information is essential.

### Main Areas of Ownership

- Executive Support
- Board Support and Liaison
- Development Support

### **Duties and Responsibilities:**

#### Executive Support

- Completes a broad variety of administrative tasks for the Chief Executive, including managing an active schedule of appointments, organizing and prioritizing information, and compiling data and documents for meetings.
- Act as primary contact for the Chief Executive in external scheduling and communication and act as an effective internal conduit for scheduling and communication.

- Serves in a visible role, helping to establish and build relationships crucial to the organization's success, and manages a variety of special projects.
- Review and draft correspondence and maintain database information on behalf of the Chief Executive.
- Accurately tracks and reports business expenses incurred by the Chief Executive and makes all travel arrangements.
- Additional duties as assigned by the Chief Executive.

#### Board Support and Liaison

- Prepares agendas and materials before board and committee meetings and drafts meeting minutes following each meeting.
- Maintains discretion and confidentiality in all communications with board members.
- Organizes and executes logistics for Board meetings, including meeting invitations and responses, venue reservations, and setup.

#### Development Support

- Follows up on contacts made by the Chief Executive and works closely with Development Staff to support cultivating and stewardship of donor relationships.
- Drafts and edits correspondence from the Chief Executive to donors.
- Manages events personally hosted by the Chief Executive.
- Provides additional support to the Development Office as time permits.

#### **Other duties as assigned by the Chief Executive**

#### **Education:**

Bachelor's Degree in arts administration, fine arts performance, business, or related field required

#### **Experience and Skillset:**

- 1-3 years of related experience
- Comfort and disposition to serve in a visible and critical role for the organization.
- Discretion and ability to handle complex and confidential matters.
- Critical and forward-looking thinker who can devise and propose solutions.
- Strong organizational skills, ability to perform multiple tasks efficiently and with attention to detail.
- Emotional intelligence and a sense of humor are a must.
- Resourceful team player with the ability to be independently effective.
- Availability to work nights and weekends as necessary.

#### **To Apply:**

Please send a cover letter including salary requirements along with your resume to:

Nathaniel Koch, Chief of Staff  
nkoch@louisvilleorchestra.org

*Please, no phone calls.*