



Eugene Symphony invites nominations and applications for the position of **Executive & Administrative Coordinator**, available January 2024.

The Organization

Now in its 58th season, Eugene Symphony is widely recognized as a cornerstone of the performing arts in Oregon's southern Willamette Valley. Under the leadership of Music Director & Conductor Francesco Lecce-Chong and Executive Director Dave Moss, the Eugene Symphony pursues its mission of *enriching lives through the power of music* by presenting annual classical, summer, and community engagement performances, commissioning and premiering new American works, and distributing its performances via radio broadcasts.

Guided by its Long-Range Plan which was recently updated in 2022, Eugene Symphony serves, educates, and develops the widest possible regional audience through its programs. Approximately 25,000 community members attend Eugene Symphony's classical, family, and special performances each year. An additional 25,000 children, adults, and seniors take part in annual education and community engagement initiatives, including family and youth concerts, in-school ensemble performances, subsidized concert tickets, artist residencies, and pre-concert lectures. Through its annual broadcast series on classical radio KWAX, Eugene Symphony brings its full season of classical concerts to 45,000 local and worldwide listeners each month, and recently created a limited-edition radio series on KLCC-FM, the local NPR affiliate.

Eugene Symphony is a professional orchestra operating under a collective bargaining agreement. Eugene Symphony Association is a nonprofit organization governed by a 34-member Board of Directors and has an administrative staff of 12 including full-time and part-time employees. A separate group of five Trustees oversees the Eugene Symphony Foundation currently valued at \$7.2 million in assets. Eugene Symphony has an operating budget of \$3.2 million for 2023/2024 and has a history of financial stability with a trend toward growth.

The City

Described on its official website as "A Great City for the Arts and Outdoors," Eugene is known for its unique, exciting mix of arts, culture, education, scenic beauty, and passion for recreation. With a population of about 175,000, Eugene is Oregon's second-largest city and home to the University of Oregon and the well-respected School of Music and Dance. The Willamette and McKenzie Rivers are magnets for water sports and recreation, and more than 100 parks and 2,600 acres of open space offer settings for outdoor activity of all kinds. As an arts and culture destination, Eugene is home to: Eugene Symphony, Oregon Bach Festival, Eugene Opera, Eugene Ballet, Ballet Fantastique, Eugene Concert Choir, Hult Center for the Performing Arts, Jordan Schnitzer Museum of Art, The John G. Shedd Institute for the Arts, and several theatre companies. Downtown Eugene is a vibrant urban environment with blocks of art galleries, restaurants, and boutique shops.

The Position

As an integral member of the Association's administrative team, the Executive & Administrative Coordinator is responsible for a wide range of organizational and executive support tasks and must work independently with little supervision. The Executive & Administrative Coordinator must be organized, proactive, resourceful, discreet, and thorough.

The Executive & Administrative Coordinator serves as a communications hub for the organization with significant roles in support of Board relations and Development & Fundraising. Comfort and skill with technology is essential, including proficiency in office software programs, such as spreadsheets, databases, word processing, and graphic presentation software.

This position regularly interacts with staff at all levels and with a wide range of constituents, including acting as a direct liaison for the Board President. The position has frequent contact with; members of the Board of Directors, volunteers,

corporate sponsors, donors, patrons, conductors, and musicians. Expert written and verbal communication skills, strong decision-making ability, and fine attention to detail are all required. Strong skills are required in Microsoft Word, Excel, Outlook, Publisher, PowerPoint, and ZOOM.

Candidate Profile

The ideal candidate will bring experience working in an administrative office setting, exhibit outstanding organizational skills, and have a record of success in maximizing the productivity of groups and individuals. They will have a strong desire to connect the work of the orchestra with individuals and groups that wish to support it. They will have a deep commitment to community engagement as central to the purpose and mission of the arts in general and the orchestra specifically.

The successful candidate will be a person of integrity with a reputation for fairness, honesty, and high ethical standards. They will work well under pressure and will be able to manage competing priorities and deadlines effectively. They will be a self-starter with high energy, maturity, and self-confidence.

The successful candidate will have a minimum of two years of relevant work experience and a high-school equivalent degree, with a bachelor's degree a plus. Experience and understanding of orchestral music is also a plus. This position requires the ability to sit or stand for extended periods, as well as the ability to lift approximately 20 pounds.

Compensation and Benefits

This is a part-time position, offered at \$20 per hour at 30 hours a week with occasional nights and weekends required. Benefits offered include paid vacation; paid sick leave; paid parking; and ticket privileges to Eugene Symphony events.

Applications

Please send a letter of application that describes both interest in the Eugene Symphony and qualifications for the specific position. Also include a résumé and contact information for at least three references. All applications will be confidential and references will not be contacted without the candidate's consent.

Please submit all requested materials as a combined PDF by email to:

Eugene Symphony Human Resources
hr@eugenesymphony.org

It is the policy of the Eugene Symphony Association to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.