The Eugene Symphony invites nominations and applications for the position of **Executive & Administrative Coordinator**.

**The Organization**

Now in its 55th season, the 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 Scott Freck, the Eugene Symphony pursues its mission to "enrich lives through the power of music" by presenting annual classical, summer, and community engagement performances, commissioning and premiering new American works, and disseminating its performances via radio broadcasts. Due to restrictions relating to the COVID-19 pandemic, the Eugene Symphony has expanded and adapted its programming to incorporate a wide variety of activities including virtual engagement and small ensembles in public spaces through its new SymphonyGO! initiative.

Guided by its Long Range Plan, first established in 2007 and updated regularly, the Eugene Symphony serves, educates, and develops the widest possible regional audience through its programs. Approximately 25,000 community members attend the Eugene Symphony’s classical, family, and special performances each year. Up to 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 for adults. Through its annual broadcast series on classical radio KWAX, the Eugene Symphony brings its full season of classical concerts to 45,000 local and worldwide listeners monthly, and recently created a limited-edition radio series on KLCC-FM, the local NPR affiliate.

Following an international search that considered more than 250 candidates from over 40 countries, Francesco Lecce-Chong was named the Symphony’s eighth Music Director in April 2017. He succeeds such illustrious predecessors as Marin Alsop, Miguel Harth-Bedoya, and Giancarlo Guerrero, and has a strong passion for audience engagement and equity of access to the Symphony’s programs. He is also the Music Director of the Santa Rosa Symphony in California.

The Eugene Symphony is a professional orchestra operating under a collective bargaining agreement, modified for the 2020/21 season, and also supports the Eugene Symphony Chorus. The Eugene Symphony Association is governed by a 32-member Board of Directors and receives support from the volunteer members of the Eugene Symphony Guild; there is an administrative staff of 10 including full-time and part-time employees. A separate group of Trustees oversees an Endowment Fund currently valued at $6.1 million in assets. The Eugene Symphony has an operating budget of $2.47 million for 2020/21 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 170,000, Eugene is Oregon’s second largest city and home to the University of Oregon, where the School of Music and Dance is the most respected in the Pacific Northwest. 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 the perfect settings for outdoor activity of all kinds. As an arts and culture destination, Eugene is home to the Eugene Symphony, the Oregon Bach Festival, the Eugene Opera, the Eugene Ballet, Ballet Fantastique, the Eugene Concert Choir, the Hult Center for the Performing Arts, the Jordan Schnitzer Museum of Art, the Shedd Institute, 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 management 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 Development & Fundraising, Marketing & Communications, Education & Community Engagement, and other functions. 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 frequent contact with members of the Board of Directors, volunteers, corporate sponsors, donors, patrons, conductors, and musicians, in a fast-paced environment. 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, and PowerPoint.

Candidate Profile
The ideal candidate will bring experience working in an administrative office setting, will exhibit outstanding organizational skills, and have a record of success in maximizing the productivity of groups and individuals. She/he/they will have a strong desire to connect the work of the orchestra with individuals and groups that wish to support it. She/he/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. She/he/they will work well under pressure and will be able to manage competing priorities and deadlines effectively. She/he/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 bachelor’s degree a plus. Experience and understanding of orchestral music is also a plus.

Compensation and Benefits
The position is offered at $17 per hour for 30 hours per week, with occasional nights and weekends required. Benefits offered include paid parking, paid vacation, paid sick leave, and ticket privileges to Symphony events.

Applications
Please send a letter of application that describes both interest in the Eugene Symphony and qualifications for the position. 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 send materials by Monday, October 19, 2020 to:

Eugene Symphony Human Resources
115 W. 8th Avenue, Suite 115
Eugene, Oregon 97401
hr@eugenesymphony.org

(MS Word or Adobe attachments only, please.)