



THE **CHAMBER**
ORCHESTRA
OF THE **TRIANGLE**

Executive Assistant

Position Summary:

The Executive Assistant is pivotal to the daily operations of the COT. The position requires management and upkeep of organizational communications and finances, as well as episodic activity surrounding concerts, fundraising events, grant applications, and educational and community engagement activities. This position is supervised by the Executive Director who oversees the plan of work, and the completion and quality of work.

General Office:

- Manage the COT's general email and phone communications
- Answer inquiries about tickets, concerts, and other requests for information
- Maintain an organized office environment, assist with inventory and stocking supplies, printers, etc.
- Manage the organizational calendar and the COT's Google Suite
- Manage grant application timelines, contracts, and reports
- Act as point person for ATC admin contact: maintenance requests, security cards, parking access, etc.
- Weekly Mail pickup and dropoff

Administration:

- Generally assist all COT Staff (4), maintaining ongoing communication
- Gather presentations for monthly Executive Committee meetings and quarterly Board of Director meetings
- Work with Artistic Director and Personnel Manager to arrange and mail contracts for orchestral musicians and soloists
- Assist in planning of annual Gala, and other fundraising events throughout the season
- Manage memberships to arts organizations
- Arrange hotel/local transport for guest artists and conductor
- Work with Artistic Staff to confirm concert set-up with theater before each concert
- Assist in the production of concert programs
- Assist in maintaining audio and video recording database

**Data Entry/Reporting:**

- Assist with all manners of data entry when requested
- Aid Director of Marketing and Patron Services in managing and interpreting patron data, building mailing lists, and creating response reports
- Deposit all incoming funds and maintain accurate report of deposits for Bookkeeper
- Create invoices for various partners & request payments from Bookkeeper
- Collect and organize monthly organizational expense receipts for Bookkeeper

Orchestra Management:

- Create timeline for concert preparation; copying and mailing parts, bowings, and event planning meetings
- Maintain database for musicians contact information, respond to inquiries, and communicate concert information consistently
- Create playlist for musicians and contact bookkeepers post concerts
- Assist in logistics for rehearsals and concerts: locations and contacts, setup, payments, schedule, lights & sound, production meetings, piano rental, etc.

Qualifications/Personal Characteristics:

- Bachelor's degree
- Excellent written and verbal communication skills
- Ability to set and maintain priorities for multiple project timelines
- Possessing a strong attention to detail
- Ability to exercise judgment and maintain confidentiality
- Excellent data and financial management skills with use of spreadsheets
- Proficient with social media platforms and Google Workspace
- Proficient in reading music encouraged, but not required

Status:

Part Time - 16-20 hours/week

Hiring Range:

\$25/Hour (no benefits)

Hours:

In office Monday - Thursday (10am - 1pm) + activities as necessary

Note:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.



Equal Opportunity Employer Statement:

The Chamber Orchestra of the Triangle is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, genetic information, race, national origin, religion, sex, sexual orientation, status as a protected veteran or any other identities protected by law.

Application Procedure:

- Email resume, cover letter, and three references to info@thecot.org by **Friday, August 9, 2024**
- Please begin your subject line with the words “EXECUTIVE ASSISTANT SEARCH.”

About The COT:

The Chamber Orchestra of the Triangle is a professional orchestral ensemble of 30+ musicians, whose foremost objective is to present performances of extraordinary quality, including works rarely performed. A core goal of the orchestra is to create performance and educational opportunities for some of the nation's most talented emerging musicians.

The COT's 2024-25 Season consists of an eleven concert subscription season made up of seven orchestral concerts and four chamber music concerts. Other performance activities include Pops concerts and the BEERthoven series. The COT also serves as the pit orchestra for Carolina Ballet. As a longstanding cultural institution in an area that is experiencing rapid growth, the COT has embarked on an ambitious community programming project that reflects and responds to Durham's dynamic social landscape.