



THE SANTA FE OPERA
JOB DESCRIPTION – Executive Office Assistant

Reports to: Director of Executive Relations

Date: February 2023

Position may be structured to full or part time.

Scope/Purpose

Responsible for the administrative duties of the Executive Office, facilitating meetings of the Board of Directors and assisting the General Director and the Director of Executive Relations as needed.

- Manage administrative duties for the office, including answering and tracking correspondence; maintaining supplies; maintaining electronic and physical files; arranging performance tickets; and making travel arrangements for the General Director, Director of Executive Relations and special guests as needed.
- Oversee the General Director's calendar; track all appointments, travel dates, and engagements; act as a buffer for all requests to the General Director's schedule; closely monitoring the General Director's email account.
- Assist the Director of Executive Relations with scheduling, correspondence, organization and record-keeping related to the Board of Directors, Government Relations, Special Events, Board Travel and PR & Media special projects.
- Process credit card statements, expense reports, mileage and per diem reconciliations for the General Director and the Director of Executive Relations.
- Compile budget reports for the General Director's expenses.
- Track daily contributions and compose personal thank-you letters on behalf of the General Director.
- Coordinate certain logistics for special events at the General Director's residence and the Santa Fe Opera Ranch.
- Be available for all events that the General Director attends to support them as directed.
- Provide additional support to the General Director and Director of Executive Relations as needed. This includes (but is not limited to) preparing for special events, support of VIP guests and composing remarks for speaking engagements.
- Assist the Director of Executive Relations with all aspects of quarterly Board meetings, as well as interim meetings and phone calls year-round. Maintain and distribute Board and committee materials, including (but not limited to) agendas, contact information, minutes, action items, Board history and committee lists.
- Maintain the annual Board Handbook.
- Maintain and expand utilization of the Board Portal website for Directors.
- Maintain constituent profiles of Directors, Committee lists and Board lists on Tessitura.
- In collaboration with the General Director, Director of Executive Relations and Development Department, draft Board and constituent-related correspondence and materials as needed, especially on the behalf of the General Director, Board President or Board Chairman.
- Take minutes during committee meetings, task force meetings and the Board of Directors meeting.
- Occasionally assist other departments with special projects and events.

Skills & Abilities:

- Ability to manage all aspects of a project from conception to completion. Ability to oversee and assist with a wide range of initiatives simultaneously.
- Exceptional attention to detail, organization and time management.
- Accuracy in data entry and ability to self-review.
- Ability to work in a self-directed manner and to take the initiative in identifying and solving problems.
- Excellent written and verbal communication skills, upholding the company's high professional standard.
- Handle all duties with poise, professionalism and discretion.
- Ability to cultivate and foster positive relationships with Directors, potential Directors, staff members, artists and other constituents as needed.
- Ability to courteously and efficiently assist others with the online Board Portal, Zoom and other tech-related questions.
- Experience with budgeting and basic accounting practices preferred.
- Knowledge of Microsoft Office, Outlook, GSuite, Tessitura, Adobe Creative Suite (including InDesign), Zoom, Microsoft Teams, accounting software and other administrative software.

Education & Experience:

A college degree is preferred but not required. Prior experience of at least 3 years in a closely related position is preferred.

Physical Standards: Must be able to drive a motor vehicle. This position involves light work with lifting or moving of up to 20 pounds occasionally and up to 10 pounds frequently. The job involves much work from a desk, requiring manual dexterity, the ability to communicate via phone, and other related work. There is frequent walking and standing for periods of time.

This job description in no way implies that these are the only duties to be performed by the employee occupying this position. The fundamental job requirements are included and these are the essential job functions. Employees will be required to perform any other job-related duties assigned by their supervisor. All requirements are subject to possible modification to reasonable accommodate individuals with disabilities.