



EUGENE SYMPHONY

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

The Organization

Now in its 52nd 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.

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 26,000 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.

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 has also chosen to make his home in Eugene, further connecting him to the wider community.

The Eugene Symphony is a professional orchestra operating under a collective bargaining agreement, recently renewed through the 2017/18 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 11 including full-time and part-time employees. A separate group of Trustees oversees an Endowment currently valued at \$5.2 million in assets. The Eugene Symphony has an operating budget of \$2.6 million for 2017/18 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 160,000, 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.

This position regularly interacts with staff at all levels and with a wide range of constituents, including regular contact with members of the Board of Directors, volunteers, 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.

The position is offered at 32 hours per week, with occasional nights and weekends required.

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. S/he will have a strong desire to connect the work of the orchestra with individuals and groups that wish to support it. S/he 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. S/he will work well under pressure and will be able to manage competing priorities and deadlines effectively. S/he 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

Compensation is commensurate with experience and qualifications. Benefits offered include paid parking, vacation, 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, contact information for at least three references, and salary history or requirements. All applications will be confidential and references will not be contacted without the candidate's consent. Please send materials by **Monday, November 27, 2017** to:

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

(MS Word or Adobe attachments only, please.)