Charlotte Symphony Orchestra
Kwamé Ryan | Music Director

Manager of Executive Administration & Board Relations

Reports to: President & CEO
Department: Executive Office/Administration
Position Type: Full-time, Exempt
Salary: $60,000-65,000/year + Medical, Dental, Vision, 403(b) plan

Position Summary:

Join the Charlotte Symphony Orchestra as **Manager of Executive Administration & Board Relations** and play a pivotal role in supporting the leadership of Charlotte's premier live symphonic music organization. In this highly visible position, you will work closely with the President & CEO, providing organized, proactive, and high-touch administrative support. You will serve as a vital liaison to the Board of Directors, Trustees, and senior management, building strong relationships with key stakeholders. Success in this role requires exceptional judgment, problem-solving abilities, and the ability to manage competing priorities with professionalism and discretion. We are seeking someone who thrives in a dynamic environment, demonstrates outstanding organizational skills, and brings a thoughtful approach to communication. This is unique opportunity to connect people across the organization, foster a collaborative workplace culture, and advance the CSO's mission.

The Charlotte Symphony Orchestra (CSO) is one of the premier music organizations in the Southeastern United States and the oldest continuously operating symphony orchestra in the Carolinas. As Charlotte's most active performing arts group, the CSO presents around 175 concerts each season, reaching more than 165,000 music lovers. With 65 full-time musicians, the Symphony performs throughout the community in a variety of venues, from the Belk and Knight theaters to parks, breweries, community centers, schools, senior care centers, and places of worship. With its mobile stage, CSO Roadshow, the Symphony extends its reach directly into neighborhoods, bringing live music to communities across the region.

Key Responsibilities:

Executive Support:

- Manage the day-to-day administrative functions of the Office of the President & CEO, including calendar and meeting management, correspondence, travel coordination, and budget management.

- Serve as a trusted liaison between the CEO and internal/external stakeholders, ensuring open and effective communication is aligned with strategic priorities.
- Liaise with the GM/VP Artistic Operations to manage the schedule of the Music Director, when in Charlotte, ensuring effective communication between departments to coordinate the Music Director's interactions with other teams and their leaders, and especially with the President & CEO.

Board Support:
- Coordinate all logistics for Board and committee meetings, including scheduling, agenda preparation, distribution of meeting materials, and recording of minutes.
- Uphold best practices in governance and compliance by managing records and communication in line with policies and board bylaws.
- Build and maintain strong relationships with Board members, serving as point of contact for administrative needs.

Office & Project Leadership:
- Participate in projects and other initiatives including but not limited to CSO's 2030 Strategic Plan, administrative process improvements, and employee events. Oversee special projects and initiatives on behalf of the CEO, ensuring accurate and timely execution.
- Collaborate across departments to streamline communication and enhance cross-functional coordination, promoting a productive and unified work environment.

Communications & Confidentiality:
- Draft, edit, and proofread high-level correspondence, reports, presentations, and other communications on behalf of the CEO.
- Handle sensitive information with discretion and always maintain confidentiality.

Key Skills & Competencies:

- **Education:** Relevant education, training, and/or professional experience that demonstrate the knowledge and skills needed for this role. An equivalent combination of education and experience will be considered.
- **Experience:** Five or more years of progressive responsibility in administrative roles supporting senior level executives; experience with C-suite executives and Board members preferred. Experience with Board level governance processes also preferred.
- **Technical Proficiency:** Proficiency in Microsoft Office applications, particularly Outlook, Word, Excel, and PowerPoint. Experience with electronic calendar management, meeting coordination, document preparation, and virtual meeting platforms such as Microsoft Teams or Zoom.

- **Organizational Skills:** Exceptional attention to detail, strong time-management skills, and the ability to balance multiple priorities and deadlines simultaneously.

- **Communication:** Excellent written and verbal communication skills. Demonstrated ability to communicate with a variety of stakeholders including executives, Board members, staff, and community partners. Superior judgement to handle confidential information with discretion.

- **Interpersonal and Teamwork:** Dedication to fostering a positive, inclusive, and collaborative environment across all levels of the organization. A flexible, adaptive, and proactive attitude to successfully manage changing schedules and organizational priorities.

- **Work Environment and Schedule:** This position has a hybrid work schedule (four days in office and one day eligible for remote work) and requires occasional evening and weekend hours to attend donor events, community programs, and orchestra performances.

HOW TO APPLY

To be considered, interested candidates should send a resume and cover letter to employment@charlottesymphony.org using the subject line "Manager of Executive Administration & Board Relations." Applications will be accepted by email only. No phone calls, please.

Charlotte Symphony Orchestra is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, sex, gender identity, sexual orientation, color, religion, national origin, age, disability, veteran status or genetic information. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.