



**Title: Executive Assistant**

**Classification: Full-Time**

**Reports to: Executive Director**

**Department: Administration**

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**Position Summary:**

The Executive Assistant is a key person in the organizational functions of the Bravo! Vail office. This person manages the administrative operations of the office, acts as liaison to the Bravo! Vail Board of Trustees and Advisory Council, and provides support to the Bravo! Vail Executive team.

**Essential Functions:**

Executive Assistance

- Maintain Executive Director's calendar; schedule meetings, set up video and conference calls, confirm appointments, etc.
- Attend meetings and take minutes as needed.
- Prepare Executive Director correspondence as needed.
- Make travel arrangements.
- Serve as general support to Executive team.

Board Liaison and Support

- Act as primary contact and support for Board of Trustees and Advisory Council.
- In coordination with the Executive Director, schedule, distribute and manage preparations for all meetings of the Board and committees including: facilities, invitations, attendance, catering, accommodations and amenities, A/V, meeting agendas, meeting materials/reports/presentations.

- Provide all name plates, meeting packets, and auxiliary supplies as required for each Board and Advisory Council meeting.
- Regularly update and manage the Board Orientation packet, schedule orientation meetings, update Board directories, Board and committee rosters.
- Maintain Board Trustee bios in donor database.
- Keep records of all Board approved policies requiring ratification or vote of Board.
- Take minutes at all Board, Executive Committee and other Board committee meetings as needed. Prepare minutes for approval, and maintain permanent record of official minutes and other proceedings of the Board serving as recorder and repository of official records of the Board.
- Maintain historical records of Board Member terms and officer appointments. Manage all documents for Board/Committees:
  - committee charters;
  - Bylaws / Articles
  - Board rosters / communication.
- Manage Board Trustee participation assessment survey and annual evaluation process.
- Prepare correspondence on behalf of the Board Chairman and for individual Board Trustee and/or Committee staff liaisons when necessary.
- Maintain Board Trustee listing on website.

#### General Office and IT Assistance

- Answer phones as needed and as scheduled.
- Assist Front Office Manager with office organization and equipment maintenance.
- Serve as back up IT support and troubleshooter for staff.
- Manage accounts and respond to emails in general Bravo! Vail inboxes as needed.
- General Assistance to other departments as needed.
- Assist with recruiting and managing internship program.
- General Assistance as assigned at Bravo! Vail concerts and events.

#### Other duties as assigned

#### **Requirements:**

- Bachelor's degree
- Minimum 2 years executive assistant experience preferred
- Exceptional organizational skills and attention to detail
- Professional and resourceful, with the ability to work independently and as a team player

- Excellent and professional written and verbal communication skills
- Strong relationship management skills and the ability to establish rapport in person, via phone, and through written communications
- Strong customer service skills and the discretion to handle confidential and sensitive information
- Comfortable with standard office technology and capable of day-to-day problem-solving
- Strong knowledge of MS Office; Tessitura experience preferred
- Ability to work evenings and weekends as needed, particularly during the summer festival.

**Compensation:**

Salary DOE. Bravo! Vail offers a very generous benefit package.

**How to Apply:**

Email resume and cover letter to [kbrockway@bravovail.org](mailto:kbrockway@bravovail.org), with subject line: Executive Assistant Position

**About Bravo! Vail**

Hailed as one of the Top 10 "Can't Miss" Classical Musical Festivals in the US by NPR and the New York Times, Bravo! Vail is the only Festival in North America to host four world-renowned orchestras in a single season. For six weeks every summer, internationally acclaimed soloists join the London's Academy of St Martin in the Fields, New York Philharmonic, The Philadelphia Orchestra, and the Dallas Symphony Orchestra featured in programs of the great classics, plus jazz and pops. Bravo! Vail is the proud recipient of the 2015 Vail Valley Partnership award for best place to work.