



Executive Assistant

Job Description

Title: Executive Assistant
Classification: Full-Time
Reports to: Executive Director
Department: Administration

About Bravo! Vail

The Bravo! Vail Music Festival brings world-renowned musicians to picturesque venues throughout the Vail Valley for six weeks, drawing music lovers from around the world. As stewards of exceptional orchestral and chamber music in the Vail Valley, Bravo! Vail is also proud to continue the tradition of providing the very best education programs to youth and adults.

Bravo! Vail Mission: Bravo! Vail enriches people's lives through the power of music by: • Producing the finest performances by the greatest artists; • Fostering music education; • Promoting a lifelong appreciation of the arts.

Bravo! Vail Vision: Once-in-a-lifetime musical experiences. Each and every time.

Bravo! Vail Values: • Advances excellence; • Shares artistic passion; • Acts with integrity and respect; • Embraces collaboration.

Bravo! Vail's administration is a tight-knit, collaborative group of happy, active people who value each other as team members. Each department at Bravo! Vail takes great pride in their work, while also taking great pleasure in the unique Vail lifestyle. The relaxed, dog-friendly office is full of camaraderie (and snacks), and during the summer while the festival is on, the work is intense, and the energy is infectious.

Position Summary:

The Executive Assistant plays a key role in the organizational functions of the Bravo! Vail office. This person provides direct administrative support and assistance to the Executive Director, provides administrative support to senior team members, acts as liaison to the Bravo! Vail Board of Trustees and Advisory Council, and supports the administrative operations of the office.

Essential Functions:

Executive Assistance to Executive Director

- o Manage and maintain Executive Director's calendar, including scheduling and confirming meetings and calls, managing travel arrangements, and other reservations.
- o Attend meetings and record minutes as needed.
- o Coordinate executive communications, including taking calls and responding to emails.
- o Prepare internal and external documents as needed.
- o Uphold a strict level of confidentiality.
- o Develop and sustain a level of professionalism among staff, Board, patrons, donors and all stakeholders.
- o Track and reconcile expenses for Executive Director.

Executive Assistance to Senior Team Members

- o Create and maintain staffing schedule for Festival events.
- o Schedule and secure locations for offsite meetings.
- o Maintain and organize an archive of Festival marketing, fundraising, and education collateral (brochures, event invitations, etc.)
- o Proofread all outgoing communication to ensure accuracy.
- o Assist VP of Finance with tasks related to bank reconciliations and payroll, as needed.

Board Liaison and Support

- o Act as primary contact and staff liaison for Board of Trustees and Advisory Council.
- o 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, meetings agendas, meeting materials/reports/presentations.
- o Maintain and update the Board and Advisory Council Orientation packets; schedule orientation meetings; update Board directories, Board and committee rosters as needed.
- o Maintain Board of Trustee and Advisory Council bios and status in database.
- o Serve as recorder and repository of official records of the Board, including but not limited to: all approved policies requiring ratification or vote of Board; updates and modifications to Bylaws as needed; record minutes at all Board and Board Committee meetings; prepare minutes for approval, and maintain permanent record of official minutes and other proceedings of the Board.
- o Manage all documents for Board/Committees including but not limited to committee charters, Bylaws, Board rosters and historical records of terms and officer appointments.
- o Maintain Board Trustee listing on website and in all printed materials.

General Office and IT Assistance

- o Answer phones as needed and as scheduled.
- o Assist Front Office Manager with office organization and equipment maintenance.
- o General Assistance to other departments as needed.
- o General Assistance as assigned at Bravo! Vail concerts and events.

Other duties as assigned

Requirements:

- o Minimum 3 years Executive Assistant experience preferred; previous office experience required.
- o Exceptional organizational skills and attention to detail required.
- o Professional and resourceful, with the ability to work independently and as a team player.
- o Excellent written and verbal communication skills. Bi-lingual English/Spanish proficiencies are plus.
- o Strong relationship management skills and the ability to establish rapport in person, via phone, and through written communications.
- o Strong customer service skills.
- o Discretion to handle confidential and sensitive information in a professional manner.
- o High comfort level with standard office technology and capability troubleshooting.
- o Proficient in all Microsoft Office Suite programs, particularly Excel and Teams environment.
- o Familiarity with platforms including Tessitura, and Arts Vision preferred but not required; background in database systems and CRMs highly preferred
- o Ability to work evenings and weekends as needed, particularly during the summer festival season.

Compensation:

Salary \$45,000 - \$53,000

Benefits:

- Group insurance (medical, dental, vision, life)
- Health incentive
- Paid holidays, personal/medical and vacation
- Company matching retirement contribution

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or any other characteristic protected by federal, state, or local laws.

How to Apply:

Email resume and cover letter to Monica White, jobs@bravovail.org with subject line: Executive Assistant Position