



PITTSBURGH SYMPHONY ORCHESTRA

Personal Assistant to the Music Director

Reports to: Managing Assistant to the President

Status: Non-Exempt, Part-Time

Job Purpose

This position will assist and support the Music Director with administrative and support tasks to ensure their activities with the Pittsburgh Symphony Orchestra (PSO) are executed successfully.

Essential Duties and Responsibilities

- Manage and schedule all aspects of the Music Director's calendar, including
 - Arranging travel and accommodations
 - Coordinating and tracking all PSO rehearsals, meetings, concerts, appointments, and special events for Pittsburgh-based performances and activities and PSO touring activities (domestic and international)
 - Receiving and coordinating meeting requests across PSO departments
 - Arranging and coordinating private receptions (pre-/post-concert) or meetings with donors, artists, and other social connections
- Coordinate personal correspondence, arrange gifts, assist in personal preparation to attend donor events
- Provide exemplary care for the Music Director during visits to Pittsburgh, handling day to day tasks including running errands as needed

Required Education, Experience and Abilities

- 2-3 years' experience as an executive or personal assistant
- Bachelor's degree or equivalent work experience
- Ability to demonstrate strong knowledge in classical music repertoire and industry
- Exceptional attention to detail
- Highly self-motivated and able to prioritize multiple projects with a high level of energy
- Ability to work flexible hours, which can include "fulltime" hours (including evenings and weekends during rehearsals and concerts) when the Music Director is in Pittsburgh (approximately 10-11 weeks per year spread over approximately six visits per year) and lighter hours with the ability to respond to needs when the Music Director is outside of Pittsburgh time zone
- Ability to potentially travel for domestic and international PSO touring activities
- Comfortable working across multiple global time zones depending on Music Director's location



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- Proficiency in Microsoft Office, including Outlook (email), Teams (video conferencing), Word, Excel, PowerPoint, and desktop publishing
- Excellent written and verbal communication skills
- Capacity to work under pressure and as a team player
- Valid PA driver's license

Preferred Education, Experience and Abilities:

- Experience in arts administration, preferably in performing arts

Physical Requirements:

- Ability to work on a computer
- Ability to stand for long periods of time

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The specific statements shown in each section of the description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

The PSI recognizes that an individual with a disability may require a job modification/ accommodation to enable them to successfully perform a job function. Consideration will be given to such requests. Such requests should be directed to Human Resources.

To apply please send your resume & cover letter to hr@pittsburghsymphony.org