

# Hoff-Barthelson Music School

25 School Lane, Scarsdale, New York 10583 • 914-723-1169 FAX: 914-723-0036

www.hbms.org • email: hb@hbms.org

## **Executive Assistant Position Description**

**August 28, 2017**

Founded in 1944, Hoff-Barthelson Music School is one of the country's premier community music schools with a national reputation for unsurpassed excellence. The School serves more than 1,000 students from 50 Westchester municipalities. The 75-member faculty comprises many of the region's most distinguished educators.

Hoff-Barthelson offers comprehensive individualized instruction in both classical music and jazz; a sequential musicianship curriculum encompassing music theory, ear training, composition, music history, and music technology; three orchestras, three choirs, and over 40 chamber ensembles; master classes by world renowned artists; student workshops, recitals and concerts; a robust Suzuki program; Dalcroze Eurhythmics; early childhood instruction; outreach programs; and a five-week summer music, art and theater program.

Participation in large and small instrumental ensembles and choruses and frequent performance opportunities in a warm, familial setting are hallmarks of the School's educational philosophy and are integral parts of the curriculum. This warmth, combined with the highest pedagogical standards, make HBMS an exceptional environment for people of all ages and abilities.

### **The Executive Assistant**

The Executive Assistant is an integral member of the School's staff, reporting directly to the Executive Director (ED). The EA also supports the Board of Directors and senior development staff. The position is 24 hours per week (.6 FTE), with opportunity for growth. Competitive compensation offered commensurate with experience. Specific duties include but are not limited to:

### **Executive Support**

- Provide overall administration of executive office including managing the ED's calendar; processing ED's mail; generating, editing, proofing, and sending correspondence, documents and presentations on behalf of the ED; scheduling and coordinating meetings; and preparing meeting materials.
- Communicate directly, and on behalf of the ED, with Board members, donors, and other external partners and affiliates on various matters.
- Coordinate agenda development, and take and distribute minutes of staff meetings.
- Coordinate strategic initiatives of the executive office.

### **Board Support**

- Coordinate scheduling, planning, preparation, and communication for quarterly full Board meetings and committee meetings. This includes drafting of meeting agendas, development of advance materials, logistics coordination, recording and preparation of official meeting minutes, and writing and sending of meeting related communications.
- Act as liaison and interface with Board Members: receive and impart information, respond to Board Member inquiries, and coordinate planning and implementation of additional Board-directed activities, including orientation and the preparation of the annual "Board Book".



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## Development Support

- Code and record all gifts; generate acknowledgment letters.
- Schedule meetings with current and prospective major donors on behalf of senior development staff, the Executive Director, and members of the Board.
- Provide support for development events onsite, including the annual benefit.

## Qualifications

- A bachelor's degree and two to three years of experience supporting at the executive level.
- Expert organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Excellent interpersonal skills and the ability to build relationships with stakeholders, including staff, faculty, board members, external partners, and donors.
- Expert level written and verbal communication skills.
- High proficiency in Office suite required; command of Raiser's Edge a plus.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Emotional maturity and a sense of humor.
- Resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, effectively manage competing priorities, and demonstrate the highest level of customer/client service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.
- Ability to work some weekday evenings to support Board and committee meetings (average of 3-4 evenings per month during the academic year).
- Knowledge of classical music a plus.

## To Apply

Please address your correspondence to Executive Director Ken Cole at [careers@hbms.org](mailto:careers@hbms.org), with **Executive Assistant** as the subject line. Candidates should send cover letter, resume and salary requirements. Incomplete applications cannot be considered.

## Equal Employment and Educational Opportunity:

Hoff-Barthelson Music School is an equal opportunity employer and educational institution. It is the School's policy that all employment and educational opportunities be decided based on merit, qualifications, and competence, and that all employment and educational decisions be made without regard to applicants', employees', and students' race, color, religion, sex, national origin, age, physical or mental disability, veteran or military status, ancestry, citizenship, marital status, sexual orientation, or any other basis prohibited by applicable law. This policy governs all areas of employment, including, for example, hiring, promotion, assignment, compensation and dismissal, and all areas of the School's educational programs.

