

SEATTLE OPERA.

JOB TITLE: Executive Assistant to General Director/
Operations Coordinator

DEPARTMENT: Executive

JOB DESCRIPTION: Seattle Opera is seeking a highly organized Executive Assistant/Operations Coordinator. This position requires executive level support, administrative planning and a high degree of confidentiality. This position coordinates with six departments within the company, liaises with the City of Seattle – McCaw Hall, the Board of Directors, and with multiple organizations and professionals outside of the company.

RESPONSIBILITIES:

- Provides Executive Level support to the General Director.
- Manages the calendar of the General Director for both internal and external meetings in a highly dynamic environment.
- Processes invoices, credit card receipts, and reimbursements for General Director's credit card, Permanent Home Project and McCaw Hall Tenant Use fees.
- Attends Permanent Home project team meetings and records minutes,
- Acts as the liaison to the board of directors on behalf of the General Director by scheduling committee meetings taking minutes at full board, executive committee, governance committee, long range planning committee, public affairs committee meetings and updating electronic records as needed,
- Provides assistance in event planning specifically board meeting preparation, including the assemblage and distribution of meeting materials and coordination of meeting logistics,
- Updates Board SharePoint site, the board's main site for board documents and materials and manages access with assistance from IT.
- Coordinates and facilitates all Seattle Opera productions and special events in McCaw Hall including future calendars and current activities. Gathers information from the appropriate departments, generates the Event Service

Order (ESO), Day Specific Pages, and Front-of House Schedule updates while the production/event is in progress, making adjustments as needed,

- Reviews and verifies invoice payments relating to each McCaw Hall event and allocates to the appropriate department,
- Attends McCaw Hall Front-of-House meetings. Maintains open communication and cooperation between McCaw Hall and Seattle Opera to ensure a continued good working relationship between the two parties,

QUALIFICATIONS:

- Demonstrated team player while also able to operate independently
- Strong analytical and critical thinking skills,
- Excellent written and verbal communication skills
- Experience with project coordination and management
- Able to understand and navigate a political environment
- Attention to detail
- Professionalism, confidentiality, and discretion are required at all times.

EDUCATION:

Bachelor's degree or equivalent, relevant experience.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:

Punctuality and reliability are essential.

Ability to prioritize and multitask a must.

Proficient computer skills including Microsoft Office programs (Word, Excel, Outlook, SharePoint, PowerPoint, OneNote, Publisher, Adobe PDF, DocuSign)

Ability to learn and become proficient in a variety of software programs.

Meeting Scheduling (Doodle or Meeting Wizard)essential

SPECIAL REQUIREMENTS:

Must be able to work and be accessible evenings and weekends.

CONTACT

Qualified candidates are invited to submit a cover letter, resume, and three professional references to jobs @seattleopera.org with "Executive Assistant" in the subject line. No phone calls please. Seattle Opera is an Equal Opportunity Employer.