



PLANO SYMPHONY ORCHESTRA

HÉCTOR GUZMÁN MUSIC DIRECTOR

ENGAGING YOUR NORTH TEXAS COMMUNITY

POSITION DESCRIPTION:

EXECUTIVE ASSISTANT

POSITION OVERVIEW

The **Executive Assistant** is a key member of Plano Symphony Orchestra's (PSO) team, focused on supporting the Executive Director and Finance Director in addition to assisting in the Music Director search. The Executive Assistant will manage the Executive Director's schedule and perform business operations functions as requested, providing personalized service to engage and enrich their experience with the PSO.

This is a full-time, non-exempt position with a competitive salary and benefits package. The Executive Assistant will report directly to the **Executive Director** and the **Finance Director**.

This position requires duties performed in-office 9:00-5:00 pm weekdays. No work-from-home/remote option is available for this position at this time. Some nights and weekends are required.

The PSO maintains offices at 1635 Dorchester Drive in Plano and has programming throughout the year at a variety of venues throughout Plano and surrounding communities.

PLANO SYMPHONY ORCHESTRA

1635 Dorchester Drive | Plano, TX 75075

www.planosymphony.org | 972.473.7262

EXECUTIVE ASSISTANT

RESPONSIBILITIES

The PSO is a leading regional arts organization and holds a unique place in the cultural landscape of North Texas, providing accessible arts engagement and community enrichment through world-class musical experiences and education initiatives. The Executive Assistant and all PSO employees are responsible for supporting our mission to inspire, educate, entertain, and involve our community in the enjoyment of great music.

Daily operations include:

- Manage and organize all documents and information in the Music Director search.
- Assist in managing and coordinating the Executive Director's calendar.
- Manage volunteers and internal scheduling with the Executive Director.
- Manage reporting inside the CRM (Spektrix)
- Direct interaction with patrons, volunteers, and vendors via phone, email, and in-person.
- Assist in needs of the Board of Directors including meetings and detailed minutes.
- Assist with data entry, including auditing patron accounts/giving status in CRM database.
- Assist with updating the PSO's accounts and records through financial entries and reconciliations as assigned.
- Be knowledgeable of all Plano Symphony programming and events, including subscription concerts, the Family Concert Series, Education programs, Development events, and more.
- Maintain daily communication with PSO team.
- Participate in weekly staff calls to discuss and prioritize organizational activities.
- Maintain shared calendars.
- Other duties as assigned.

QUALIFICATIONS

- Excellent project management skills; ability to multi-task, track multiple projects, meet deadlines.
- Strong customer service mindset with the ability to effectively interact with diverse individuals and groups.
- Ability to work independently and in collaboration with other team members.
- Proficiency in data entry and communication using Microsoft Office software.
- Excellent written and verbal communication skills.
- Demonstrated writing/proofreading skills.
- Adept at problem-solving.
- Bachelor's degree preferred.
- Basic bookkeeping experience preferred.
- Experience with Spektrix or other Customer Relationship Management platform(s) preferred.
- Ability to work evenings and weekends as required for performances, events, meetings, etc.
- Passion for the arts in our community.

PLANO SYMPHONY ORCHESTRA

1635 Dorchester Drive | Plano, TX 75075

www.planosymphony.org | 972.473.7262

ABOUT THE PLANO SYMPHONY ORCHESTRA

The mission of the Plano Symphony Orchestra is to inspire, educate, entertain, and involve the children, youth and adults of our community in the enjoyment of great music.

We believe in the transformative power of music to change lives. We will grow and nurture the audience of today and tomorrow through exciting, inclusive, innovative, and impactful music in a welcoming and engaging way. We seek to serve our community through programming and music education that reflects our diverse North Texas region.

The Plano Symphony Orchestra (PSO)—now celebrating its 42nd Anniversary Season—is a 501(c) 3 non-profit organization governed by an elected Board of Directors. The PSO is a professional orchestra with compensated artistic and management personnel and has sought to attain its high artistic standards through solid institutional planning and faithful adherence to principles of sound non-profit management. The annual budget is approximately \$1.7 million. The PSO annually presents an eight-concert subscription series, a Family Concert Series, the School Concert Education Program, special event concerts (including Patriotic Pops, the Plano International Festival, and the Plano Balloon Festival), and over 100 education outreach appearances. For more information, please visit www.planosymphony.org.

PAYSCALE

This is a full-time, non-exempt position with salary and benefits.

Range of annual salary: \$35,000 - \$45,000

HOW TO APPLY

For consideration, interested individuals should send a cover letter, resume, and writing samples to [hiring@planosymphony.org](mailto: hiring@planosymphony.org), using the subject line “ExA Application.”

Any questions about this position may be directed to [hiring@planosymphony.org](mailto: hiring@planosymphony.org). If a writing sample is not available, please contact the email address above for an alternate option.

THE PLANO SYMPHONY ORCHESTRA IS AN EQUAL OPPORTUNITY EMPLOYER

The Plano Symphony Orchestra (PSO) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. The PSO is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. The PSO seeks a broad spectrum of employees and is strongly committed to a diverse, inclusive, and equitable work environment. We strongly encourage Black, Indigenous, and people of color—as well as members of underrepresented groups—to apply.

PLANO SYMPHONY ORCHESTRA

1635 Dorchester Drive | Plano, TX 75075

www.planosymphony.org | 972.473.7262