



JOB ANNOUNCEMENT – 12.21.21

## **FULL-TIME EXECUTIVE COORDINATOR**

The Eastern Connecticut Symphony Orchestra is seeking a creative and energetic professional to serve as Executive Coordinator. This is a wonderful opportunity to support one of Connecticut's premier professional symphony orchestras in its next phase of growth. Under the leadership of Executive Director, Caleb Bailey, an imaginative and dynamic maestro – Toshiyuki Shimada, and the Board of Directors, the Eastern Connecticut Symphony Orchestra has come back to the concert stage in its 75th year with renewed vigor and purpose.

Reporting to the Executive Director, the Executive Coordinator will be responsible for the overall business operation of the symphony office, including the box office, front-of-house operations, education programs, and events. Front-facing people skills are essential in this position and used daily, through interfacing with patrons, donors, venue staff, Board members, and other contacts in fast-moving events and scenarios. The Executive Coordinator will also be integrally involved in coordinating the symphony's annual giving efforts, including phone and mail solicitations, donor tracking, and event planning. Additionally, the person in this position will have the opportunity to spearhead or collaborate on marketing materials and social media efforts.

The successful candidate must be passionate about music and will hold at least an Associate's degree and/or have at least 3 years of experience in an administrative role. Excellent oral and written communication skills, organizational and systems thinking, and an ability to work collaboratively with a range of constituencies are essential. Past non-profit experience also preferred.

Facility with or a demonstrated ability to learn a variety of office systems and software, including Microsoft Office Suite (Access, Word, Excel, Publisher) and Adobe Suite (InDesign, Photoshop, Premiere) required. Knowledge of or experience with marketing, design, online software (such as Canva or Constant Contact), and/or customer relationship management databases a considerable plus. This is a full-time position with a salary range of \$40,000 - \$45,000 per year depending on experience.

Office hours are 9am to 5pm, with some nights and weekends required. While this is not a remote work position, some flexibility may be arranged for remote work on occasion. This position requires the candidate to be in the New London office and at events. For full job description, visit the ECSO website – [www.ectsymphony.com](http://www.ectsymphony.com).

Please submit résumé, at least one professional reference, and cover letter to Caleb Bailey at [caleb@ectsymphony.com](mailto:caleb@ectsymphony.com), or mail in application materials to ECSO, c/o Caleb Bailey, 289 State St., New London, CT 06320.



### **About the ECSO:**

The mission of the Eastern Connecticut Symphony Orchestra is to “inspire, educate, and connect our communities through live orchestral music.”

The Eastern Connecticut Symphony Orchestra is a 501(c)(3) nonprofit organization serving the eastern Connecticut and western Rhode Island region. Recent concerts in Norwich and Willimantic reflect our renewed dedication to serving a broader area. New London, where the ECSO office is located, is a community with a growing arts scene.

The ECSO typically offers a season of 6 classical concerts, an adult chorus, youth ensembles/orchestra, plus special programming and educational offerings. ECSO musicians are drawn from the excellent artist pool available locally as well as New Haven, Hartford, Providence, New York City, Boston area. A number of the musicians are current or former members of the United States Coast Guard Band, which is located in New London. The orchestra has about 65 contracted musicians, and its annual budget is \$700,000.

ECSO is an equal opportunity employer. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related conditions), parental status, national origin, age, physical and mental disability, marital, civil union, or domestic partnership status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law.