



Organization:	Louisville Orchestra
Job Title:	Executive Assistant and Office Administrator
Reports to:	Interim Executive Director
FLSA:	Full-time, Exempt

### About the Louisville Orchestra

The Louisville Orchestra has a proud history of innovation, creativity, and artistic excellence. With a \$12M annual operating budget, 61 full-time musicians, 28 dedicated staff, and a 34-week performance season, the LO is redefining what a 21st-century orchestra can be. Under the leadership of Music Director Teddy Abrams, our mission is bold: to be “the most interesting orchestra on the planet.”

[Watch our story](#)

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### Position Summary

The **Executive Assistant & Office Administrator** provides essential support to the Executive Director and plays a key role in ensuring the smooth operation of the organization. This position manages the Executive Director’s schedule, communications, and projects, serves as a primary liaison to the Board of Directors and donors, and oversees core office operations. The role requires exceptional organizational skills, professionalism, and the ability to thrive in a fast-paced arts environment.

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### Who We’re Looking For

A dynamic, resourceful, and proactive professional who can balance multiple responsibilities with poise and discretion. The ideal candidate is:

- A strong communicator with excellent judgment.
- Highly organized, detail-oriented, and skilled at managing competing priorities.
- Comfortable in a visible, trusted role with access to confidential information.
- Adaptable, collaborative, and energized by the mission of a leading cultural institution.
- Equipped with a sense of humor and emotional intelligence—both essential in our fast-moving, creative environment.

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### Key Responsibilities:

#### Executive Support

- Manage the Executive Director’s schedule, meetings, travel, and expense reporting.
- Draft and review correspondence, prepare briefing materials, and organize documents for meetings.
- Serve as the primary point of contact for internal and external communications on behalf of the Executive Director.
- Build and maintain strong relationships across the organization and with external partners.
- Lead or support special projects as assigned.

#### Board Relations

- Coordinate Board and committee meetings, including agendas, materials, logistics, and minutes.
- Maintain discretion and professionalism in all interactions with Board members.
- Support Board communications and engagement initiatives.

**Development Support**

- Partner with the Development team to advance donor relationships.
- Draft correspondence and coordinate donor communications on behalf of the Executive Director.
- Assist with events hosted by the Executive Director.

**Office Administration**

- Manage office operations, including supply orders, key and fob access for staff, vendor coordination, mail, and meeting logistics.
  - Oversee office systems such as copiers and shared resources.
  - Support a positive, efficient, and well-functioning work environment for staff.
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**Qualifications**

- Bachelor's degree in arts administration, fine arts, business, or related field.
  - 1–3 years of professional experience in administrative, executive support, or related roles.
  - Strong organizational skills with attention to detail and follow-through.
  - Ability to handle confidential information with discretion.
  - Problem-solving mindset with the ability to anticipate needs.
  - Proficiency with Microsoft Office and comfort with technology systems.
  - Availability of working evenings and weekends is required.
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**Why Join Us?**

This role is a unique opportunity to be at the heart of one of the country's most forward-thinking orchestras. You will work directly with leadership, support a visionary Music Director, and contribute to a team that is shaping the future of orchestral music.

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**To Apply**

Please send a cover letter (including salary requirements) and resume to:

**Nathaniel Koch, Interim Executive Director**

[nkoch@louisvilleorchestra.org](mailto:nkoch@louisvilleorchestra.org)

No phone calls, please.