

JOB LISTING

Job title: Assistant to the Executive Director
Reports to: Executive Director



Job Type: Part-Time, Flexible (average 2.5 days per week)

Location: Remote, but EU residence is required (some location work in certain parts of the year)

SUMMARY

The Georg Solti Accademia (GSA) is seeking to hire an **Assistant to the Executive Director**. This is a part-time administrative position with various responsibilities spread-out across the year. The Accademia runs multiple courses in different places around the world, all focused on training the next generation of outstanding opera singers and répétiteurs. As such, much of the work throughout the year will be completed remotely, but there will be certain times when the Assistant to the ED will need to be present at Accademia courses/events/meetings (travel expenses will be reimbursed).

The ideal candidate will be expected to have exceptional people and administrative skills, including a strong understanding and comfort with the use of social media, and an insatiable enthusiasm for the artistic work of the GSA.

RESPONSIBILITIES

The ED and assistant are the primary point of contact between all elements of the GSA (faculty, board, students, and all the various GSA projects). Responsibilities will include:

Project Management

The Assistant to the ED will be collaborating with the ED to manage and coordinate all Accademia events including:

- GSA Auditions process (September-February)
- Répétiteurs course (Easter)
- China masterclasses (May)
- Summer Bel-Canto course (End of June to Mid-July)

As a part of this, the Assistant to the ED must be able to liaise and collaborate with students, members of the general public, and the Accademia's faculty and leadership (many of whom are significant members of the international classical music/opera industry).

Financial Administration

In collaboration with the Executive Director, the Assistant to the ED will assist in general financial tasks including:

- Creating and managing budgets and financial reports, and monitoring income/expenditure
- Collecting invoices/other financial documents from the Accademia's faculty/staff
- Communicating and providing invoices/other financial documents to the Accademia's accountants in Switzerland and Italy

Marketing & Public Relations

General

- Assist the CEO in preparation of biannual newsletter content (the formatting of the texts is done by our graphic designer)
- Proof and edit all GSA concert programmes and other printed material
- Maintain the GSA photo archive in collaboration with Clive Barda and the ICASTIC, as well as the GSA mailing list
- Coordinate the creation and distribution of on-site concert posters/banners as well as annual audition posters (in collaboration with the GSA Registrar)

Digital Presence

- Oversee the GSA website, ensuring it is regularly updated with pertinent and correct information
- Manage the GSA's Social Media pages (Facebook, Twitter, Instagram)
- Help devise new ways for the GSA to strengthen and shape its digital presence to reach new audiences
- Manage and maintain the annual YAP Tracker listing for GSA auditions in collaboration with the Audition Registrar

Alumni Relations

- Manage active database of alumni contact details
- Maintain a calendar of important up-coming alumni performances
- Publicise, through social media, the continued success of GSA alumni
- Help develop and manage a news feed on the GSA website for a similar purpose

Strategic Planning

- The Assistant to the ED should have an interest in passion in participating in the long-term planning of the GSA. As an example, this could include proposing and developing new partnerships, assisting in fundraising, or collaborating with the board on special projects.
- This work would be completed in partnership with the ED and other members of the GSA leadership team.

REQUIREMENTS

The successful candidate will have 1 to 3 years of administrative experience, a passion for classical music (and opera in particular), excellent written and verbal communication skills, and a desire to gain significant leadership experience within the classical music industry. The successful candidate will be a proactive part of the GSA's future – helping to propose new ideas and develop the future of the organization alongside the ED.

Additionally the successful candidate will be:

- Energetic, positive, approachable and detail-oriented
- Able to work quickly and efficiently, completing tasks to meet hard deadlines
- A forward-thinking and creative problem solver
- Able to work from home efficiently via the internet, and fluent in Microsoft Office
- Capable of managing the creation and editing of content for the GSA's various digital platforms including our social media pages, our website, and YAPTracker.

Though most of the job will be done remotely, EU residence is required. Additionally, during certain points of the year your presence may be necessary at some of the Solti Accademia's events in different parts of the world. In these instances, travel expenses will be reimbursed.

Fluency in English is a must, with familiarity/fluency in Italian a plus.

REMUNERATION

To be decided on the basis of experience

TO APPLY

Please send your cover letter, resume, and references to Jonathan Lakeland at jplakeland@gsaccademia.org