



Job Title	Assistant to the Director of Artistic Planning	Department	Artistic Planning and Operations
Status	Non-Exempt, Full-time	Reports to	Director of Artistic Planning

General Description

The assistant to the director of artistic planning (DAP) provides high-level administrative assistance to the DAP in day-to-day activities and project implementation. S/he will work collaboratively with staff, personnel, and volunteers to support artistic programs, and assist other departments with visiting guests.

Responsibilities

1. Support the director of artistic planning (DAP) in daily activities and project implementation:
 - Assist DAP with managing personal calendar;
 - Book DAP’s travel, hotel, meetings, post-concert dinners, and conferences;
 - Create DAP’s PR and expense reports, and assist DAP with budget reports and tracking;
 - Assist with creating project timelines, and following up on deadlines;
 - Schedule and attend meetings, draft agendas, take notes, and assist DAP with follow-ups; and
 - Assist DAP with Cliburn meeting prep, research, alumni relations, and other tasks or projects as assigned.
2. Provide administrative support to the artistic planning and operations department:
 - Maintain memberships, subscriptions, and music licensing dues/reports;
 - Draft contracts as directed;
 - Maintain updated files;
 - Maintain audio files, and deliver to appropriate outlets; and
 - Other administrative tasks as assigned.
3. Provide support for artistic operations as directed:
 - Assist with artist hospitality, including but not limited to stuffing and delivering welcome bags and gifts, posting dressing room signs, setting up green/dressing rooms, and providing ground transportation;
 - Assist with music preparation and distribution;
 - Cover rehearsals and/or concerts as needed;
 - Assist with organizing personnel needs and distributing information, including but not limited to hotel rooming lists, individual wifi access, ground transportation, meals schedules, and parking assignments; and
 - Download and organize guest artist bios, high-res photos, and other promotional materials.
4. Assist with visiting guest management:
 - Administer contracts and letter invitations, book travel and accommodation, and create itineraries as directed for visiting guests and contractors of the Cliburn;
 - Set up and maintain reservation system for Official Guests of the Van Cliburn International Piano Competition; collect information and disseminate to other departments; and
 - Assist with visa applications as directed.
5. Other
 - Perform other duties as assigned by the DAP.
 - Attend and assist with evening and weekend concerts and events as assigned.

Education, Experience, and Attributes

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| <ul style="list-style-type: none"> • Bachelor’s degree required • General familiarity with classical music preferred • Proficiency in Microsoft Office Suite required • Driver’s license valid in the state of Texas required • Ability to work evenings and weekends as required by concerts and events • Strong work ethic; high level of personal and professional integrity • Excellent interpersonal and communications skills; patience and empathy to work with multiple personalities in stressful situations | <ul style="list-style-type: none"> • Self-motivated, quick to learn, and independent, but also works well as part of a team and collaboratively • Strong organizational skills and attention to detail with high degree of accuracy • Ability to prioritize conflicting demands and multiple projects, meeting deadlines in a fast-paced environment • Flexible; ability to problem solve and adapt to changes quickly and with grace • Trustworthiness and ability to handle confidential materials and situations |
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*** Accountable ▪ Consistent ▪ Self-Regulated ▪ Punctual ▪ Collaborative ▪ Committed to the Cliburn’s Mission ***