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IMMEDIATE OPENING: EXECUTIVE ASSISTANT TO THE DIRECTOR

iPalpiti Artists International is accepting applications for an entrepreneurial, motivated, passionate and highly organized, articulate and professionally mature individual to serve as the Executive Assistant to the Director. Professionals with strong music background who are interested in administrative/creative aspects of producing classical events/concerts on international level are especially welcome. **With flexible schedule during the year [allowing one to pursue personal artistic engagements], full-time commitment is required for months of April-July in preparation and during iPalpiti's annual festival**, cumulative annual earnings: \$38,000 -\$50,000 commensurate with experience.

DUTIES and RESPONSIBILITIES

Support to the Director in leading and sustaining an established internationally acclaimed classical music organization, and in production of an annual music festival.
Much of this kind of work is TALENT, ENTHUSIASM, and INTUITION.

The scope of responsibility includes assisting in program planning, fundraising and donor relations, audience development, strategic planning and execution, marketing/advertising, external and community relations, volunteer management and the overall operational and administrative management of the organization. Hired candidate will be expected to develop relationships and collaborations with musical, performing, educational, and community organizations to increase the organization's outreach throughout the region.

The ideal candidate should have at least two years of high level administrative experience, and outstanding interpersonal skills. The candidate must demonstrate professional maturity through sound judgment, discretion, and the ability to engage with tact and finesse. Candidates will be expected to be engaged in and excited by the collaborative leadership process.

In addition to providing administrative support, Executive Assistant to the Director manages a wide variety of special projects and participates in all aspects that impact iPalpiti artists, as well as organization's supporters and audiences. Project and event management skills will serve this position well.

Excellent English usage, spelling, grammar and punctuation are essential. Also required is a high level of comfort with modern office equipment and common office software, such as MS Word, Excel, good memory for names/information. Knowledge of HTML/WordPress, Photoshop, basic tech-support of office network, and website updates is a plus.

APPLICATIONS and INQUIRIES:

Submit cover letter, resume, and references (electronic submissions preferred), outlining demonstrable accomplishments to: info@iPalpiti.org