



Job Title: Executive Assistant and Board Liaison
Department: Executive
Reports to: Executive Director
Status: Full Time – Non-Exempt
Supervision: n/a
Date: June 8, 2026
Salary Range: \$40,000.00-\$46,000.00 annually

Position Summary:

The Spokane Symphony is seeking a proactive, detail oriented Executive Assistant and Board Liaison to work side-by-side with the Orchestra’s Executive leader to provide comprehensive administrative support and regular interface with the Symphony’s Board of Directors. The Executive Assistant and Board Liaison (EABL) is highly organized, a clear communicator, and handles sensitive matters with the utmost discretion and professionalism.

By being the connective tissue, the EABL regularly coordinates schedules, meetings and materials between the Executive Office and Staff, Musicians, Board and external stakeholders, ensuring accurate, clear communications, including preparing agendas, recording meeting notes, delineating next steps and follow throughs. The EABL works closely engaging the Board of Directors, serves as their primary resource ensuring all directors are up-to-date and informed of all board policies, expectations, materials, schedules and special board events.

Working closely with the senior team, the EABL balances multiple competing priorities and helps ensure the timely flow of information between all parties. The EABL proactively works to avoid problems and resolve conflicts, attends all senior team meetings and models organizational values.

Key Responsibilities:

1. Actively manages and is the gatekeeper of the Executive Director’s schedule ensuring alignment with top priorities and balance between internal and external needs as well as urgent and important issues
2. Provides preparation for key meetings, donor events and ensures meeting agendas are prepared and distributed to participants in advance

3. Responds promptly to calls and emails from all stakeholders on behalf of the Executive office
4. Builds and maintains positive working relationships with all stakeholders ensuring confidence and trust. Represents the Symphony and the executive office with the highest professional standards.
5. Maintains and organizes files for the executive office in digital and physical forms
6. Drafts, reviews and edits correspondence and memos, as requested
7. Serves as the primary point of resource for all board members
8. Communicates and engages with the Board of Directors, providing all members with current materials including the board handbook, accurate meeting schedules for all meetings of the full board and its committees, all agendas, meeting notes and follow-ups
9. Creates and prepares the board handbook for new members and updates rosters, policies, and listings. Distributes to existing board members, as necessary.
10. Organizes and plans for all board and committee meetings by proactive communication, distributing agendas and reports in advance, taking RSVP's and attendance, securing and setting up meeting spaces and taking accurate notes
11. Responds promptly to all board member requests
12. Oversees the inventory and ordering of office supplies, letterhead, and branded materials and other office related tasks, as requested
13. Attends regular meetings and special events as appropriate
14. Special projects and other duties as assigned

Qualifications:

- Minimum one-year experience working for a C-Level Executive or as Administrative Assistant
- Associate's degree (bachelor's degree preferred)
- Exceptional verbal and written communication skills
- Highly organized and attention to detail
- Exceptional interpersonal skills and EQ with a professional demeanor to represent the office of the Executive to both internal and external constituencies
- Aptitude in working with Microsoft Office products
- Demonstrates flexible and adaptive thinking. Has a curious and growth mindset
- A positive attitude and sense of humor

The Spokane Symphony works primarily in-person at our offices or the Fox Theater in downtown Spokane with limited remote work when appropriate.

Benefits:

The Spokane Symphony offers a competitive benefits package designed to support the well-being, professional growth, and work-life balance of our employees. Benefits for this position include fully paid medical and vision insurance; 401K with match; paid vacation/sick days; paid holidays; Washington paid sick leave; Washington Paid Family and Medical Leave; WA Cares Fund participation; professional development opportunities; and access to select Symphony and Fox Theater performances, subject to organizational policy.

Equal Employment Opportunity and Accommodations:

The Spokane Symphony is an equal opportunity employer. Employment decisions are made without regard to race, color, creed, religion, sex, pregnancy, sexual orientation, gender identity or expression, national origin, age, marital status, disability, veteran or military status, use of a trained dog guide or service animal, or any other status protected by applicable law. Reasonable accommodations are available for qualified applicants and employees with disabilities.

How to Apply:

Please submit a resume and cover letter describing your relevant experience and interest in the Spokane Symphony to careers@spokanesymphony.org

Applications will be reviewed on a rolling basis until the position is filled.