



Job Title: Administrative Assistant (Part-Time)

The Georg Solti Accademia

The Solti Accademia exists to identify, train, and support exceptional young opera singers and répétiteurs at the most critical phase of their career – as they transition from being students to becoming professionals in the industry. Founded in 2004, the Georg Solti Accademia runs projects in Venice, Tuscany, Budapest and Asia. www.georgsoltiaccademia.org

Position Summary

The Georg Solti Accademia (GSA) is seeking a dynamic, detail-oriented, and proactive **Administrative Assistant** to join our team. In this role, you will provide essential administrative and organizational support while playing a key role in strengthening our digital and social media presence. We're looking for someone who genuinely enjoys working with social and digital platforms, brings fresh ideas for online engagement, and feels energized managing multiple projects at once. If you're highly organized, adaptable, and excited to contribute to our digital voice, we'd love to hear from you. This position reports directly to the Executive and Artistic Directors of the Accademia

Work Environment

- **Remote** position based in Europe (UK or mainland Europe)
- **Part-Time**, two days per week
- **Travel** may be required for 7 - 10 days per year for site-specific work in London and/or Italy. Expenses will be reimbursed by the GSA.

Key Responsibilities

General Administrative Support

- Provide day-to-day administrative support including scheduling meetings, managing calendars, and organizing digital files.
- Prepare and edit correspondence, reports, and presentations.
- Manage incoming emails, redirect communications as appropriate, and coordinate responses when necessary.
- Maintain and improve administrative systems and workflows for greater efficiency.



- Provide on-site administrative support during projects and events (approx. 7–10 days per year).

Course Planning & Auditions

- Maintain and update schedules for courses and GSA activities.
- Communicate and coordinate with applicants and accepted course participants.
- Manage the annual application cycle via **Acceptd**, including organization of both online and live auditions in London each January.

Social / Digital Media & IT

- **Social Media:** Manage GSA's social media pages; create, schedule, and curate engaging posts.
- **Website:** Ensure website content remains accurate and up to date.
- **IT Systems:** Oversee the **Google Workspace** account and assist staff with troubleshooting email and account issues.
- **Archives:** Maintain and organize the digital archive of photos, videos, and other media assets.

Finance Administration

- Receive and process invoices from staff and vendors; collaborate with accountants and authorized signatories to ensure timely and accurate payments.
- Assist in updating the annual operating budget and tracking expenditures throughout the year.

Required Qualifications

- Bachelor's Degree (current students considered)
- 1 - 2 years of administrative assistance or related experience
- Strong proficiency in Microsoft Office/Google Drive products; Adobe Express & InDesign; Google Workplace; Instagram/Facebook/YouTube; and generally strong computer literacy
- Ability to work independently and deliver completed tasks and projects in a timely-manner
- Excellent verbal and written communication skills
- Strong attention to detail, team-player, high level of professionalism, and able to handle private information discretely and sensitively

**Preferred Qualifications**

- Interest in classical music, arts education, and/or arts administration
- Experience working in opera/classical music
- Written/Spoken knowledge of Italian is a plus
- Knowledge of classical music/opera repertoire

Compensation

- 18,000 - 20,000 Euros per year (based on experience)
- Travel expenses reimbursed when travel is required for work

TO APPLY

To apply, please email your resume and cover letter to Candice Wood (Executive Director) at cwood@gsaccademia.org .