



Job Description Administrative Coordinator & Board Liaison

About Us:

The Florida Orchestra exists to INSPIRE-EDUCATE-UNITE and build community through the power of music. Celebrating our 57th season in 2024-25, The Florida Orchestra is the largest professional orchestra in the state and the only arts organization that bridges the bay. TFO employs 70 full-time professional musicians and conductors, under the leadership of internationally acclaimed Music Director Michael Francis. Excellence is behind our musicians, the music and all we do. Each season, TFO offers more than 100 high quality music experiences and education and outreach programs. Concert series include classical, popular, and morning concerts in three major performing arts venues in Tampa, St. Petersburg and Clearwater, as well as in theaters and other non-traditional venues throughout Tampa Bay, and free Pops in the Park community concerts. Beyond the concert halls, TFO programs bring the transformative power of music to schools, youth and senior centers, to underserved areas, and to those who would not otherwise have access to such opportunities. We put instruments in the hands of children, offer inspiration and joy to all ages and stages, comfort to those who most need it, and bring our community together. The Florida Orchestra has an annual operating budget of about \$14 million.

Position Summary:

The Florida Orchestra (TFO) seeks an Administrative Coordinator & Board Liaison to serve as the administrative backbone, providing essential operational support to ensure the smooth functioning of the organization's daily activities and long-term initiatives. This dynamic role combines traditional office management with the unique aspects of supporting a professional orchestra, and is a development opportunity for future advancement in the organization. The ideal candidate will thrive in a fast-paced environment, demonstrate exceptional attention to detail, and possess the ability to handle multiple priorities, anticipate needs, take initiative, and adapt quickly to changing circumstances while maintaining the highest standards of professionalism. This position reports to the CEO office through its Vice President of Strategic Partnerships.

Key Responsibilities:

Office Management

1. Identifies best practices to keep the organization and office running at maximum efficiency.
2. Ensures operation of equipment by completing preventative maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.

3. Maintains office supplies by monitoring stock, anticipating needed supplies, and placing and expediting orders for supplies. Manages vendor relationships.
4. Coordinates with facilities management for building maintenance and security.
5. Maintains organized filing systems, both digital and physical.
6. Processes incoming and outgoing mail and handles general office correspondence.
7. Responds to and resolves administrative inquiries and questions.
8. Manages technology operations including hardware, software, desktop support, and internal telecommunications. Point person to resolve computer, phone and other technology issues.
9. Coordinates with IT provider to schedule monthly on-site visits.

Administrative Support

1. Provides administrative support to senior management and department heads.
2. Schedules and coordinates meetings, including board meetings and staff gatherings.
3. Creates itineraries and agendas, compiles documents for meetings, takes notes, completes expense reports, arranges travel plans and composes and prepares correspondence as needed.
4. Coordinates TFO team and community engagement events (monthly/quarterly/as needed). Acts as liaison to artistic and operational teams.
5. Prepares and distributes meeting agendas and minutes.
6. Manages organizational calendar and supports in tracking staff schedules for coordination.
7. Handles sensitive and confidential information with discretion.

Human Resources

1. Coordinates recruitment, onboarding and professional development of administrative staff.
2. Posts TFO job openings to various agreed upon sites and coordinates with CEO office in application retrieval. Coordinates with hiring manager to ensure all applications are received and reviewed.
3. Ensures a positive and inclusive organizational culture.

Board Support and Liaison

1. Serves as the liaison to the Board of Directors and manages Board activities. Arranges and handles all logistics for Board meetings and events: schedules meetings; drafts agendas; develops, compiles, and distributes presentation materials; and records meeting minutes on behalf of Board Secretary. Adheres to compliance with applicable rules and regulations set in bylaws regarding Board matters.
2. Maintains all executive records including taking and producing minutes of all board meetings and other committee meetings as needed.
3. Coordinates Governance, Strategic, Finance, Board Engagement, Marketing, and Development Committee and various other Task Force meetings, maintains confidential files and contact information; coordinates meetings, conferences, and committees both on and off site to support the CEO office's agenda.
4. Acts as primary liaison to Board of Consultants and three Guilds.
5. Work evenings when needed to assist in preparing for and overseeing board meetings, board retreats, special donor events, etc.

Communication

1. Exhibits polite and professional communication via phone, e-mail and mail.
2. Serves as the first point of contact for office visitors and phone inquiries.
3. Coordinates internal communication and staff announcements and manages general organizational email accounts.
4. Assists in maintaining professional relationships with musicians, board members, and donors.

Qualifications and Skills:

1. Bachelor's degree in Business Administration, Arts Administration, Non-profit Management, or related field with at least 3-5 years of administrative experience, preferably in a nonprofit organization.
2. Exceptional organizational and time management skills with keen attention to detail.
3. Very strong interpersonal skills and professional demeanor with ability to build relationships with stakeholders, including staff, board members, external partners and donors.
4. Excellent written and verbal communication skills.
5. Strong problem-solving abilities and able to multitask with ease, shifting priorities quickly and pro-actively as needed.
6. Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and other digital platforms.
7. Ability to work independently and as part of a team with adaptability and flexibility in a dynamic environment.
8. Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
9. Experience with event planning and coordination is a plus.
10. Arts/music appreciation experience and knowledge is a plus.

Physical Demands:

1. While performing the duties of this position, the employee is frequently required to stop, reach, stand, walk, lift, pull, push, grasp, communicate and use repetitive motions.
2. While performing the duties of this position, the employee may lift and or move 20 pounds of materials.

Compensation and Benefits:

The salary range for this position is between \$50,000-\$60,000 including a strong benefits package which includes health, dental and vision benefits as well as a retirement plan. This is a full-time, exempt position managing operations that are open beyond normal office hours. Some evenings and weekends may be required.

Application Process:

Interested candidates should submit a resume and cover letter to jobs@floridaorchestra.org. Please include "Administrative Coordinator & Board Liaison" in the subject line. Applications will be accepted until Monday, March 31, 2025. All inquiries and discussions will be considered strictly confidential.

The job description does not constitute an employment agreement and is subject to change by The Florida Orchestra based on the changing needs and requirements of the job, department, or organization. Duties, responsibilities, and skills are also subject to change.

The Florida Orchestra is a registered 501(c)3 non-profit an equal opportunity employer and does not discriminate on the basis of race, sex, age, religion, national origin or any other basis prohibited by applicable law.