



PITTSBURGH SYMPHONY ORCHESTRA

Artist Liaison & Personal Assistant to the Music Director

Reports to: Artistic Administrator

Status: Exempt, Full-Time

Job Purpose

To provide exemplary care for PSO guest artists and the Music Director, before, during, and following their visits; to advance artist plans, schedules and logistics; to work as a team in ensuring that the artistic aspects of concert production are carried out to the highest and most efficient levels.

Essential Duties and Responsibilities – Artist Liaison

- Organize and manage guest artist logistics for assigned classical guest artists and conductors in close partnership with artist managers
- Creates, maintains, and disseminates guest artist & conductor itineraries
- Reserve stage, rehearsal, and dressing room space and maintains artist care supplies
- Acts as first point of contact for visiting artists, provide exemplary care for PSO guest artists before, during and following their visits
- Processes guest artist payments and reimbursements
- Cover Artistic Duty at assigned concerts
- Participate in, and contribute to, artistic, production and inter-departmental meetings as required

Essential Duties and Responsibilities – Personal Assistant to the Music Director

- Manage and schedule all aspects of the Music Director's calendar, including
 - Arranging travel and accommodations
 - Coordinating and tracking all PSO rehearsals, meetings, concerts, appointments, and special events for Pittsburgh-based performances and activities and PSO touring activities (domestic and international)
 - Receiving and coordinating meeting requests across PSO departments
 - Arranging and coordinating private receptions (pre-/post-concert) or meetings with donors, artists, and other social connections
- Coordinate personal correspondence, arrange gifts, assist in personal preparation to attend donor events
- Provide exemplary care for the Music Director during visits to Pittsburgh, handling day to day tasks including running errands as needed



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Required Education, Experience and Abilities

- 1-2 years' experience as an executive/personal assistant
- Bachelor's degree or equivalent work experience
- Ability to demonstrate strong knowledge in classical music repertoire and industry
- Exceptional attention to detail
- Highly self-motivated and able to prioritize multiple projects with a high level of energy
- Ability to travel for domestic and international PSO touring activities
- Comfortable working across multiple global time zones depending on Music Director's location
- Proficiency in Microsoft Office, including Outlook (email), Teams (video conferencing), Word, Excel, PowerPoint, and desktop publishing
- Excellent written and verbal communication skills
- Capacity to work calmly under pressure and as a team player
- Ability to work evenings and weekends as required
- Valid PA driver's license

Preferred Education, Experience and Abilities:

- Experience in arts administration, preferably in performing arts or orchestra environment

Physical Requirements:

- Ability to work on a computer
- Ability to stand for long periods of time

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The specific statements shown in each section of the description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

The PSI recognizes that an individual with a disability may require a job modification/ accommodation to enable them to successfully perform a job function. Consideration will be given to such requests. Such requests should be directed to Human Resources.

To apply please send your resume & cover letter to hr@pittsburghsymphony.org