



## **Conspirare Seeks its Next Executive Assistant to the Artistic Director**

Conspirare, a Grammy® award winning professional choir under the direction of Craig Hella Johnson, is seeking an Executive Assistant to the Artistic Director. Conspirare is a professional choral organization under the leadership of Craig Hella Johnson. Inspired by the power of music to change lives, this ensemble engages singers from around the world to deliver world-class, extraordinary musical performances and recordings. Conspirare's discography includes 14 commercial albums and 20 self-produced live albums. Johnson and Conspirare were awarded a Grammy® for Best Choral Performance on *The Sacred Spirit of Russia*. Conspirare has received a total of 10 nominations for their albums, including a 2022 nomination in the Best Choral Performance category for *The Singing Guitar*. Based in Austin, Texas Conspirare performs an annual concert series and also tours in the United States and abroad. More information at [www.conspirare.org](http://www.conspirare.org).

This position is responsible attends to a variety of daily administrative tasks and also serves as project manager to support the Artistic Director's artistic and leadership roles. They will provide support for both administrative and artistic functions.

The **Executive Assistant to the Artistic Director** performs a variety of tasks ranging from routine clerical and administrative duties including preparing correspondence, maintaining artistic director calendar and scheduling meetings, online research, file maintenance, preparing and editing documents (including but not limited to board reports, presentations, proposals, letters of reference, concert planning, and the presentation of the Artistic Director's vision and programs at meetings). Maintains databases using excel and AirTable. Serves as point of contact and support for a variety of external engagements. Secures text and music licensing, and similar music publishing and licensing functions. Assists AD with music research and budgeting related to concert and project planning (including potential collaborators and new works). Manages requests for guest conducting appearances; reviews and manages contracts, processes reimbursements, books flights, updates and provides publicity materials. Manages and fulfills requests for sheet music composed or arranged by AD. Updates AD curricula vita regularly.

Project Management The EA will manage one or more projects depending on skill set and experience.

Studio Maintenance Insures office supplies are stocked in AD Studio and coordinates piano tuning, computer repairs, and other vendors who need access to the studio.

Performs basic studio maintenance including vacuuming, taking out trash, and replacing the HVAC filter monthly.

Runs errands as needed, especially during concert weeks. Generally respond to e-mail within 24 hours Monday – Friday.

This position is on-site in the Conspirare headquarters in Austin, TX, generally Monday-Friday with flexible hours and some remote work possible. Nights and weekends required during concert weeks and events. This position travels occasionally.

### **Job Requirements**

Conspirare does not require specific educational credentials for this position, although credentials in music, arts administration, nonprofit management, business, or a related field are useful. 3-5 years of previous administrative experience in an arts organization, artist management agency, music publishing, and/or live music, or similar role. The successful candidate must have a deep passion for choral music. This job handles a large volume of inquiries and requires exceptional time management, prioritization skills and accuracy. Exceptional writing abilities and verbal presentation skills are expected, as are technical skills in file management, Excel, and Word. Must be able to read sheet music. Must be able to use discretion and maintain confidentiality.

PREFERRED: Finale fluency. Understanding of Copyright Law as it relates to Mechanical Rights and Synchronization Licenses is preferred, but not required.

### **Physical Requirements**

- The ability to sit and work with a computer keyboard and mouse for long periods of time is required.
- Lifting of boxes weighing up to twenty pounds is required.

### **Other**

- Must have transportation and smart phone for work related use.
- This is a full-time non-exempt position with benefits including health insurance, Simple IRA, holidays and paid time off.
- Conspirare operates with all staff and contractors fully vaccinated for COVID-19 and is following CDC guidelines for being up to date on vaccinations, as well as Austin Public Health recommendations.
- Finalists will be asked to undergo a background check, and employment is contingent upon the successful completion of a background check.
- Other duties as assigned.

This position reports to the Artistic Director and works collaboratively with all members of the Conspirare team. This position works closely with the Managing Director and other members of the Conspirare team depending on the task.

**Compensation**

The salary for this position is \$50,000 per year plus benefits. Negotiable depending upon qualifications.

Conspirare is an equal opportunity employer. All qualified individuals are encouraged to apply. **To apply, please send a resume and cover letter in PDF format to [jobs@conspirare.org](mailto:jobs@conspirare.org). Please put “Executive Assistant to the Artistic Director” in the subject field.**