



## **CHIEF OF STAFF AND BOARD LIAISON**

Opera In the Rock, Inc. (OITR)  
Little Rock, AR 72207  
USA  
[www.operaintherock.org](http://www.operaintherock.org)

### **JOB DETAILS**

#### **DESCRIPTION**

Opera in the Rock is a professional opera company located in Little Rock, Arkansas. For more than nine years, OITR has been the home to adventurous artists, audiences, and ideas- engaging both local and global communities. With full-length, fully staged operas including orchestra, OITR showcases the work of emerging artists and innovative modern masters.

Reporting to the CEO, the Chief of Staff and Board Liaison will serve as the core administrative, logistical, operational, and programmatic support for the Office of the CEO. The Chief of Staff and Board Liaison will possess strong communication skills, overseeing and coordinating internal and external relationships with a diverse set of stakeholders, including program partners, funders, board members, elected officials, and community leaders. In addition, the ideal candidate will possess excellent organizational skills tasked with planning on behalf of the CEO and maintain high professional and ethical standards for handling confidential information.

#### **Essential Duties and Responsibilities:**

##### **Office of the CEO (80%)**

- Provides high-level administrative support and assistance to the CEO, including serving as primary point of contact with internal and external constituencies on matters relating to the CEO.
- Serves as a generalist performing complex administrative duties, including composing correspondence independently on a wide variety of matters researching, prioritizing, and following up on incoming issues and concerns addressed to the CEO, including those of a sensitive and confidential nature.
- Greet visitors and coordinate small-scale events & hospitality.

- Manage and troubleshoot all technology in the Office of the CEO's including live feeds and video conferencing.
- Arrange OITR tickets for artistic peers, community leaders, and donors.
- Assist with information collection for reports, grants, or other relevant needs. Support the CEO's work in maintaining relationships with staff, board members, city officials, and other VIPs.
- Oversee CEO's professional calendars: meetings with artists, board members, funders, city officials, and other VIPS to further the development of future institutional initiatives.
- Liaise between the CEO and staff, as well as Marketing, Communications, and Development departments for special projects (institutional messaging, board and staff communications, internal meetings, etc.)
- Productively and sensitively support relationships and communication with staff to help ensure the best possible outcomes.
- Review and edit all routed material (brochures, press releases, correspondence, and other print material) for accuracy.
- Attend, and report on, internal and external meetings, events, and performances on behalf of the CEO.
- Provide research and background information on special projects.
- Coordinate ticket orders with box office, ticket services, and other departments
- Administrative tasks such as filing, mail, scheduling & correspondence
- Purchase and distribute gifts on behalf of the CEO.
- Coordinate CEO's travel, identify performances to attend, maintain flight and accommodation details.

### **Board Liaison (20%)**

- Serves as the Board liaison with high-level administrative tasks, which include meeting logistics, agenda development, scheduling, delivering of information packets, and ensuring that the Board records, correspondence, minutes and activities are maintained within the Office of the CEO.
- Attends all Board meetings and ensures that Board minutes are transcribed to official Board records and that all official Board records are maintained and properly secured

### **Required Experience, Knowledge, Skills and Abilities:**

- Minimum of 3 years of relevant work experience in administration, preferably in a non-profit institution or art-related field
- Ability to uphold high professional and ethical standards for handling confidential information
- Strong social and diplomatic skills in order to cooperate with a wide variety of people and diffuse challenging situations

- Excellent organizational, written, time management, verbal, and proof-reading skills
- Meticulous attention to detail required.
- Demonstrated ability to work on multiple work streams under pressure of tight timelines in a fast-paced environment
- Fluency with social media platforms and various technologies
- Commitment to creating and maintaining an equitable, diverse, and inclusive work environment.
- Ability to work remotely and in- person as needed
- Must have the ability to comply with internal COVID-19 vaccination mandate

**Compensation:** The salary for this position is \$20-30 per hour depending on experience. This is a part-time non-exempt position with potential for full-time growth. Benefits are not currently offered.

**Application Instructions:** Forward resume and cover letter to HR Director, via email to [jobs@operaintherock.org](mailto:jobs@operaintherock.org) with your name and “Chief of Staff” in the subject (MS Word, Adobe PDF or plain-text format only). **Application Deadline: October 20, 2021**

Opera in the Rock believes that equity, diversity, and inclusion should be essential elements of all activity within the organization. We have made it a priority to create and maintain an environment that is attractive to and supportive of all individuals regardless of their ethnicity, race, gender identity, age, national origin, religion, disability, sexual orientation, socioeconomic status, education, marital status, language, military, or veteran status, etc. OITR is an Equal Employment Opportunity Employer.

We seek candidates with a passion for experimental performance work created by a wide range of innovative artists; cultural competency from lived experiences and/or a clear commitment to anti-racism work; and a commitment to our values as an organization. BIPOC, LGBTQ+, and differently abled individuals are strongly urged to apply.