



JOB POSTING

STATUS	Full time
POSITION	ADMINISTRATIVE ASSISTANT TO THE MUSIC DIRECTOR
DÉPARTAMENT	ARTISTIC

Working under the MUSIC DIRECTOR, the ADMINISTRATIVE ASSISTANT is responsible for managing the music director's agenda, including requests for internal meetings, external meetings, and events in which he participates. Moreover, he/she is responsible for the receipt, the directing and the drafting of his correspondence, for document management, for the updating of databases, for administrative needs and techniques, for the logistics of certain activities and for the secretarial work of artistic operations. He/she carries out his/her current activities in respect for the desired values and attitudes of the OSM.

Key activities – roles and responsibilities

1. Coordinate and keep up to date the agenda of the music director in correspondence and in collaboration with his agent's office in London and his assistant in Munich;
2. Act as intermediary and liaison for the music director with the management and staff of the Orchestra relative to internal and external meetings;
3. Manage mail and email and other documents received and coordinate the circulation of information both internally and externally and the follow-up when required;
4. Draft, revise, translate and format the correspondence of the music director and occasionally of the chief executive officer, presentations and talks, reports and other documents in collaboration with the communications and government affairs departments;
5. Answer requests for information and transmit telephone calls and messages;
6. Prepare and see to the follow-up of the music director's expense accounts;
7. Accompany, as needed, the music director on local visits and on certain of his public-relations activities during his stays in Montreal;
8. Establish manual and computerized filing systems for information files and keep them up to date;
9. Carry out any related task.

Required skills (intellectual, interpersonal and contextual)

- Training in office automation / secretarial work;
- At least 10 years' experience as an adjunct/assistant;
- Knowledge of music is an important asset;
- Bilingualism essential;
- Aptitude in drafting correspondence and outstanding command of French and English spelling and grammar;
- Great skills in the areas of communication and interpersonal relations;
- Self-reliance, sense of initiative, methodical and organized mind;
- Respect for the confidential character of conversations, correspondence and projects;
- Command of MS Office computer tools;
- Great availability and flexibility.

Deadline for submission of candidacy :

October 28, 2011

QUALIFIED CANDIDATES MAY SUBMIT THEIR CANDIDACY BY WRITING TO ressources.humaines@osm.ca