



NOW HIRING

Executive & Events Coordinator

Part-time, ~25 hrs/week, weekday daytime hours • \$22/hour • Ocala, FL

ABOUT THE ROLE

The Ocala Symphony Orchestra is hiring an **Executive & Events Coordinator** — the administrative engine behind our executive office and many of our revenue-generating events at the Reilly Arts Center and Marion Theatre. This is a new position on a newly restructured team.

This is the job for a warm, unflappable organizer who can keep thirty small commitments moving at once — contracts, calendars, invoices, thank-you notes — and who is constitutionally bothered by an unanswered email. You'll support three managers (with the Managing Director setting priorities), so if you take pride in being the person who never lets anything fall through the cracks, keep reading.

WHAT YOU'LL DO

- Respond to venue rental inquiries; prepare and send rental contracts; track signatures, deposits, and insurance
- Prepare sponsorship contracts, thank-you letters, and proposal materials; maintain each sponsor's benefit fulfillment checklist
- Coordinate the Managing Director's calendar; prepare and print board meeting packets
- Staff our campaign committee: agendas, materials, minutes, and logistics
- Track invoices and payments with our Finance Manager; schedule event walk-throughs; send post-event surveys and thank-yous
- Keep our project boards (Trello) current so nothing waits on a follow-up
- Provide administrative support to our programming/operations department as capacity allows

WHO WE'RE LOOKING FOR

- Exceptional organization: you can juggle many small deadlines for multiple managers without dropping any — and you can name the actual system you use to track them
- A follow-up reflex: you chase overdue items cheerfully, repeatedly, and without being asked
- Strong, polished writing — your emails and letters go to clients, sponsors, and board members under our logo
- Fluency in Google Workspace (Docs, Sheets, Calendar, Drive); Trello, Slack and CRM familiarity a plus
- Discretion with confidential executive, donor, and financial information
- Grace under multiple priorities: you surface conflicts early rather than absorbing them silently

Experienced executive assistants, office managers, event and wedding coordinators, hotel and hospitality professionals, real estate transaction coordinators, and church or school administrators tend to thrive in this role. The ~25-hour weekday schedule (with occasional evenings for board meetings and select events) is an excellent fit for parents of school-age children and semi-retired administrators — we mean that sincerely and have built the role accordingly.

ABOUT US

Ocala Symphony Orchestra, Inc. is a 501(c)(3) that operates the Ocala Symphony Orchestra, the Reilly Arts Center, the Marion Theatre, and the Community Music Conservatory. This position reports to the Managing Director with day-to-day task direction from our business development and operations leaders.

WHAT WE OFFER

- A mission-driven organization with a genuine commitment to the arts and the community
- Flexibility during non-event periods — remote administrative work and adaptable weekday scheduling
- A collaborative senior team that values hospitality as a core organizational value
- Generous and flexible Paid Time Off
- SIMPLE IRA with 3% company match

HOW TO APPLY

Email a resume and cover letter to apply@ocalasymphony.com with the subject line "Executive & Events Coordinator." In your cover letter, briefly describe the system you use to stay on top of multiple deadlines and commitments at once. Applications are reviewed as received; the position is open until filled. Finalists may be asked to complete a short, practical prioritization exercise.

Ocala Symphony Orchestra, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. This posting reflects the current assignment of essential functions and is not meant to be all-inclusive.