JOB DESCRIPTION: EXECUTIVE ASSISTANT

**Job Title:** Executive Assistant  
**Reports to:** Executive Director  
**Location:** In or near Boston or Wellfleet, MA  
**FLSA Status:** Full-time, Non-exempt  
**Salary Range:** $40,000 - $50,000

**WHO WE ARE:**

Yo-Yo Ma conceived Silkroad in 1998 as a reminder that even as rapid globalization resulted in division, it brought extraordinary possibilities for working together. Seeking to understand this dynamic, he began to learn about the historical Silk Road, recognizing in it a model for radical cultural collaboration, for the exchange of ideas and tradition alongside commerce and innovation. And in an innovative experiment, he brought together musicians from the lands of the Silk Road to co-create a new artistic idiom, a musical language founded in difference, a metaphor for the benefits of a more connected world.

This initial gathering of artists was rooted in a simple, initial question: “What happens when strangers meet?” And thus Silkroad was born, as both a touring ensemble comprised of world-class musicians from all over the globe, and a social impact organization working to make a positive impact across borders through the arts.

Today, under the leadership of Artistic Director Rhiannon Giddens and Executive Director Kathy Fletcher, Silkroad is a 501(c)(3) not-for-profit organization whose mission is to create music that engages difference, sparking cultural collaboration and education for a more hopeful and inclusive world. What does this look like?

- Creation of new music — Silkroad develops a musical language founded in difference and collaboration that draws on the rich tapestry of traditions that make up our many-layered contemporary identities.
- The Grammy award-winning Silkroad Ensemble — Silkroad thrills audiences worldwide with a collective of artists representing dozens of nationalities and artistic traditions, demonstrating how great beauty can emerge from great difference.
- Educational partnerships — Silkroad uses the arts to ignite passions and foster education in students, teachers, and musicians through training workshops and residency programs in public schools, universities, prisons, and indigenous and refugee communities.
- Social impact initiatives — Silkroad brings music, hope, and understanding to underserved, yet culturally rich, urban, rural, indigenous, and refugee communities.

For more information, visit [silkroad.org](http://silkroad.org).
POSITION OVERVIEW:

Silkroad’s Executive Assistant supports the Executive Director, serving as the organization’s chief happiness officer. They are the primary contact for all internal and external matters pertaining to the Executive Director; able to gracefully prioritize conflicting needs; handle matters expeditiously and proactively; and follow-through on projects to successful completion, often with deadline pressures. They also are responsible for supporting the Executive Director’s active development calendar, and therefore will be assisting with a variety of fundraising opportunities in coordination with Silkroad’s development team.

This position is a full-time, non-exempt role that is based in or near Wellfleet or Boston, MA and reports to Silkroad’s Executive Director. 50% of this job can be accomplished remotely; 50% must be accomplished weekly in person in Wellfleet or Boston, MA.

KEY ROLES & RESPONSIBILITIES:

50% Administrative Support

- Completes a broad variety of administrative tasks for the Executive Director, including managing an extremely active calendar of meetings; compiling agendas for and taking notes at meetings; completing expense reports; composing and preparing correspondence; arranging complex and detailed travel plans, itineraries and agendas; and compiling documents for travel-related meetings
- Plans, coordinates, and ensures the Executive Directors’ schedule is followed; provides “gatekeeper” and “gateway” role, creating win-win situations for direct access to Executive Director’s time and office
- Works closely and effectively with Executive Director to keep them well informed of upcoming commitments and responsibilities, following up appropriately
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgment letters, personal correspondence, and other tasks that facilitate the Executive Director’s ability to effectively lead Silkroad
- Manages Executive Director’s social media accounts
- In-person duties include regular meetings with the Executive Director in Boston or Wellfleet, MA

50% Development Support

- Completes a broad variety of administrative tasks for Silkroad’s fundraising activities, including researching and identifying potential donors, implementing successful fundraising events, implementing a merchandising plan, and more

N/A Other duties as assigned

N/A Responds to the needs and requests of Silkroad board, artists, and staff in a professional and expedient manner

N/A Adheres to all employer policies and procedures
KEY QUALIFICATIONS:

- Ability to learn and grow in this entry-level role
- Exceptional personality & great sense of humor
- Creative problem-solver
- Detail-oriented
- Demonstrated interest in social justice and human rights
- Enthusiasm for Silkroad’s mission, programs, and stakeholders
- Graphic design experience a plus

WHO YOU ARE:

- Socially and emotionally aware — Able to take the perspective of and empathize with others from diverse backgrounds and cultures, to understand social and ethical norms for behavior, and to recognize resources and supports for yourself and others
- Flexible and understanding — Particularly as it relates to ongoing organizational shifts in response to the COVID-19 pandemic
- A person who demonstrates —
  o An ability to fully embrace the multi-layered facets of the organization and its complex background
  o A passion for deep listening, and an authentic belief that artistic vision and operational process need to be in alignment around the pillars of diversity, equity, and inclusion
  o A core belief in the values of empathy, inclusion, and equity, as it pertains to a multi-cultural and racially diverse group of unique individuals
  o An ability to communicate (speaking, and more importantly, listening) respectfully, effectively, and inclusively with members of the organization for whom English may be their second or third language
  o Natural curiosity and the willingness to ask questions will be necessary traits: being a part of the Silkroad team inherently means being willing to learn
  o A passion for a broad range of new music, and a core belief in the value of music as a humanist agent for connection and for change
- A person with the following qualities —
  o Positive and can-do attitude — Confident and willing to deal with problems and/or new tasks
  o Strong interpersonal skills — Collaborative, friendly and humorous, contributes their strengths to projects
  o Organized and resourceful — Problem solves independently, not easily overwhelmed with multiple tasks
  o Able to prioritize and multitask — Responds to a full docket with efficiency and expediency
  o Responsive to feedback — Seeks feedback and applies immediately, takes suggestions with good intent
  o Communicative — Able to communicate openly and freely with supervisors and colleagues, in-person and remotely
  o Independent — Able to solve problems alone and manage own projects and workload
  o Writing and editing — Must have proficient English writing and editing skills, including grammatical precision
  o Excellent computer skills — Must be computer literate; advanced Microsoft Office skills are preferred; advanced Google Drive and Slack skills are essential; proficiency in a MacOS environment required
  o Knowledgeable and passionate — About the arts and their potential for performance, education, and social impact
WORK ENVIRONMENT:

- Small, vibrant, fast-paced work-from-home environment that values initiative, efficiency, diversity, transparency, and teamwork
- Evening and weekend work occasionally required
- The noise level in the office work environment is moderate
- Physical demands may include sitting or standing for long periods of time
- Travel up to 10% domestically may be required
- Silkroad is a 501(c)(3) not-for-profit organization based in Boston, MA. As of March 2022, the Silkroad office is fully remote. 50% of this job can be accomplished remotely; 50% must be accomplished weekly in Boston or Wellfleet, MA.

BENEFITS:

- This full-time position offers a competitive benefits package that includes a flexible work schedule; 401K retirement plan; medical, dental, and vision benefits with FSA options; cell phone reimbursement ($25 per month); and paid time off (20 days of vacation per year; 3 personal days per year; 12 sick days per year; 12.5 paid holidays plus a Winter Recess during the week between Christmas and New Year’s Day; up to 12 weeks paid leave for new parents who are primary caregivers; and time off for jury duty, elections, and bereavement).

EQUAL EMPLOYMENT OPPORTUNITY:

- Silkroad is an equal opportunity employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex (including pregnancy, gender identity, and sexual orientation), marital status, veteran status, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws.

ABOUT THE HIRING PROCESS:

- Please prepare a cover letter and resume to submit via an application form at silkroad.org/openings. The deadline for applications is June 15, 2022.

- Silkroad’s hiring process is a five-step process that includes an open application period; Tier I interviews; Tier II interviews; internal deliberation; and placement. Overall, the process takes about 10 weeks, depending on the volume of applicants and the presence of major organizational events and/or national holidays.

  o **Open Application Period:** The process for hiring begins with the announcement of the job opportunity and opening for applications. Prospective applicants are invited to submit materials via an online form for a period of approximately three weeks. Once the applications close, Silkroad takes approximately one week to complete their review. Those that qualify will be selected and invited to a Tier I interview. *(This step is estimated to occur May 25 to June 24, 2022.)*

  o **Tier I Interviews:** Please note that all candidate interviews will be conducted by video using the Zoom video communications application (https://zoom.us/). Please download the application in advance and have a functioning camera and speaker on your device. Silkroad can also provide candidates with reasonable accommodations, if needed. Candidates are asked to submit
accessibility requests directly in their application submission so we can ensure your interview experience meets your needs. During the Tier I interview, candidates will meet with Silkroad’s executive director and development director for approximately one hour. In order to ensure all candidates selected for a Tier I interview are interviewed, the Tier I interview process can last approximately two weeks. Thereafter, if a candidate proceeds, Tier II interviews commence. (This step is estimated to occur June 27 to July 8, 2022.)

- **Tier II Interviews**: During the Tier II interview, candidates will participate in a group interview with staff for approximately 60 minutes. In order to ensure all candidates selected for a Tier II interview are interviewed, the Tier II interview process can last approximately one week. (This step is estimated to occur July 11 to July 15, 2022.)

- **Deliberations**: Once all Tier II interviews have been completed, deliberation begins. Staff that participate in the candidate’s group interview will submit an evaluation form to make a recommendation for hire. The executive director will take all recommendations under advisement in order to make a decision. During the deliberations is the moment when Silkroad asks candidates’ permission to contact their references. After all references have been contacted and deliberations have adjourned, Silkroad will reach out to the selected candidate with a job offer. (This step is estimated to occur July 18 to July 22, 2022.)

- **Placement**: Once a job offer is agreed upon, the open position is officially closed and placement of the position begins. (The start date for this position is estimated to be early August 2022.)