



EXECUTIVE COORDINATOR & BOARD LIAISON

(Full-Time, non-exempt)

The Hochstein School is seeking a highly organized, proactive, and collaborative **Executive Coordinator & Board Liaison** to serve as a trusted partner to the President/Executive Director. This highly visible position provides executive support, serves as the primary liaison to the Board of Directors, coordinates organizational initiatives and special projects, and helps ensure the efficient operation of the Executive Office.

The ideal candidate is an exceptional communicator with strong organizational skills, sound judgment, and the ability to manage multiple priorities while maintaining confidentiality. This individual enjoys building relationships, anticipating needs, and contributing to the success of a mission-driven organization.

Position Summary

The Executive Coordinator & Board Liaison plays a key role in supporting the President/Executive Director and facilitating effective governance by coordinating Board activities and executive initiatives. This position serves as a central point of communication among leadership, Board members, staff, community partners, and facility renters while maintaining the highest level of professionalism and discretion.

Regular hours for this position will be Monday-Friday, 9:00am-5:00pm, 35 hours per week. Occasional hours outside these office hours are required to provide support for School events (e.g. morning, evening, or weekend hours). Work hours will be flexed in these instances of events outside of regular work hours.

Specific responsibilities:

Executive & Board Support

- Serves as the primary administrative liaison to the President/Executive Director and the Board of Directors.
- Facilitates Board of Directors and committee meeting schedules, calendars, and logistics.
- Prepares and distributes Board and committee meeting materials, track attendance, collect meeting minutes, and coordinate hospitality and catering for in-person meetings.
- Provides confidential executive support to the President/Executive Director, including assistance with faculty contracts, annual faculty evaluations, and other sensitive personnel matters.
- Assists the President/Executive Director with correspondence, communications, scheduling, and special projects that support organizational priorities.

Program & Administrative Coordination

- Coordinates and maintains program documentation, contracts, and related records for faculty, renters, performers, and guest artists.
- Supports the administration of key Hochstein programs and events, including:
 - Live from Hochstein*
 - Spotlight on Faculty Concert Series*
 - David Hochstein Recital Competition Winner's Recital*
 - Honors Convocation*

Event & Venue Coordination

- Partners with the Director of Operations to coordinate scheduling and administrative support for rentals in the Hochstein Performance Hall, Hilda D. Taylor Recital Hall, and Hochstein Chapel.
- Coordinates hospitality, receptions, and event logistics for institutional events, including the Spotlight on Faculty concert series and other special events.
- Manages performing rights licensing, including BMI, ASCAP, and SESAC agreements and compliance.

Organizational Support

- Collaborates with colleagues across Marketing, Development, Dean Staff, and Operations to support cross-functional initiatives and special projects.
- Manages office supply inventory and purchasing for administrative departments.
- Provides professional reception and telephone coverage for the offices of the President and Development.
- Performs other duties and special projects as assigned in support of the organization's mission.

Required skills and experience:

- Bachelor's degree or an equivalent combination of education and relevant professional experience
- Minimum of two years of progressively responsible administrative, executive support, or project coordination experience, preferably within an arts, education, nonprofit, or event-based organization
- Exceptional attention to detail and commitment to accuracy
- Demonstrated ability to anticipate needs, exercise sound judgment, and take initiative
- Excellent written, verbal, and interpersonal communication skills
- Highly organized with the ability to prioritize competing deadlines and manage multiple projects in a fast-paced environment
- Proficiency with Microsoft Office and Google Workspace; experience with Cognito Forms or similar form-building platforms is preferred
- Professional, approachable, and service-oriented demeanor with the ability to build positive working relationships
- Proven ability to handle confidential and sensitive information with discretion and professionalism

- Genuine enthusiasm for Hochstein's mission and commitment to supporting arts education
- Valid driver's license and reliable transportation required

Salary Range: \$43,000-\$49,000 annually

Hochstein offers a competitive benefits package designed to support employees' health, wellness, and financial well-being, including health, dental, and vision insurance, a Flexible Spending Account (FSA), a 403(b) retirement plan, an Employee Assistance Program (EAP), and a 20% tuition discount for eligible programs at The Hochstein School

APPLICATION INFORMATION

This position will be available ASAP. To apply, send a cover letter, resume, and list of 3 references to:

The Hochstein School

ATTN: Gary Palmer, President & Executive Director

50 North Plymouth Avenue

Rochester, NY 14614

gary.palmer@hochstein.org (e-mail applications preferred)

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