

# Jeanette Wong

## Work Experience

2015-present San Francisco Symphony San Francisco, CA  
**Executive Assistant to the Chief Operating Officer/Acting Executive Director**

- Supports the new position of COO, which oversees the Divisions of Operations, Marketing, Communications, External Affairs, and Orchestra Personnel, and during the Executive Director's sabbatical Development, Finance, and Human Resources.
- Serves on Administration's committee during Union negotiations, drafts proposals and documents for counsel, produces collective bargaining agreements and side letters, compiles data for Union grievances.
- Coordinates capital projects, including front-of-house improvements and office renovations.
- Organizes Facilities Committee meetings, prepares Acting ED/COO for Board and Committee meetings.
- Manages local, national, and international radio broadcast scheduling, production, and reporting.
- Supports the SFS Media record label and Producer/Recording Engineer, oversees recording equipment purchases and budgets.

2011-2015 San Francisco Symphony San Francisco, CA  
**Executive Assistant to the General Manager**

- Supported General Manager and the work of Division Directors/Managers, which included Operations, Electronic Media, Touring, Capital Projects, and Union Relations.
- Scheduled special tours of and events at Davies Symphony Hall; planned worldwide venue tours for Board Members and VIPs.
- Delivered information to stations for local, national, and international radio broadcasts, coordinated artists' approval process.
- Provided support for Recording Engineer and Division consultants, served as production staff for concerts and electronic media projects.
- Organized RFP and selection process for special project consultants, assisted project task forces.
- Composed Division correspondence and documents, including contracts for artists, consultants, vendors, concerts, and tours.

2008-2015 Encore Music Forum New York, NY  
**Consultant**

- Composed sponsorship, project, and venue proposals.
- Developed Founder/Director's programming ideas; participated in season/series planning.
- Drafted website copy.

2008-2011 San Francisco Symphony San Francisco, CA  
**Coordinator, Education Programs**

- Managed distribution of curriculum and resources to all San Francisco public elementary schools, select private and parochial schools, and Education Concerts patrons.
- Scheduled, made accommodations for special needs, and provided front-of-house assistance for school concerts at Davies Symphony Hall.
- Oversaw logistics for training workshops.
- Proofread Education Department publications, written communications, and website copy.
- Supervised temporary staff.

2007-2008 League of American Orchestras New York, NY  
**Program Coordinator, Learning & Leadership Development**

- Managed all activities of the Youth Orchestra Division and served as staff liaison to the YOD Board of Directors.
- Oversaw on-site and off-site production for seminars, meetings, and the League's Annual Conference.
- Directed logistics for the Executive Leadership, Orchestra Management Fellowship, Institutional Vision, Orchestra Leadership Academy, Mentoring Circles, Orchestra Careers Center, and web-based learning programs.
- Recruited and managed application process for League programs.
- Organized calendars, travel, and project expenditure tracking for the VP of Learning & Leadership Development and Director of Leadership Training & Recruitment.

2005-2007 League of American Orchestras New York, NY

**Member Services Associate**

- Designed promotional campaigns for membership recruitment.
- Served as direct phone contact for all inquiries regarding memberships, purchases, and registrations.
- Administered registration process for meetings and seminars, including the League's Annual Conference
- Supervised volunteer staff.
- Managed orchestra, institutional, and personal membership renewals.

2005-2006 Michael Stockler Productions, Inc. New York, NY

**Music/Correspondence Assistant**

- Drafted, transcribed, and proofread the President & CEO's contracts and correspondence.
- Organized office calendars and expenses.
- Auditioned and scheduled performers for recording sessions.
- Coordinated logistics and design process for recording studio construction.

Fall 2004 MTV Networks, A Viacom Company New York, NY

**VH1 Public Affairs Intern**

- Planned promotional events and fundraisers attended by celebrities, donors, and network executives.
- Fundraised, acquired in-kind donations, and coordinated promotions for VH1 Save the Music, VH1 HIV/AIDS Initiative, and Cable in the Classroom.
- Researched and produced reports on public music education.
- Provided administrative support for the Director of Public Affairs.

**Education**

2001-2005 New York University New York, NY

- B.M., Music Theory and Composition
- University Honors Scholar; graduated magna cum laude

**Computer Skills**

PC and Mac proficient

- Microsoft Office, TIMSS Order System, Finale, Sibelius
- Working knowledge of Tessitura, Octaves, Filemaker Pro, SharePoint, Cognos Impromptu, Digital Performer, ProTools, Reason, Logic Audio

**Other Experience and Honors**

- Living Dream Arts Board Member, 2011-present
- SF Symphony Personnel Policies Committee Member, 2010-2014
- SF Symphony Mozart Award Recipient, 2011 & 2012
- League of American Orchestras Staff Planning Committee, 2006-2007