

**THE CHICAGO SYMPHONY ORCHESTRA
JOB DESCRIPTION**

TITLE : Operations/Artistic Intern

STATUS: Internship (unpaid)

DEPARTMENTS: Operations and Artistic

GENERAL SUMMARY

Assist Artistic and Operations staff.

Manage the distribution and organization of key documents including orchestra weekly schedules and contracts. Learn to use and update ArtsVision software system.

Proofread marketing materials. Assist with preparation for upcoming seasons. Support guest artist hospitality including dressing room setup, rehearsal/concert support, and other tasks as requested.

Assist with preparation for upcoming tours including database entry in Microsoft Access, visa processing and document preparation. Maintain and update sales records for commercial recordings in Microsoft Excel. Draft social media posts for radio broadcasts. Learn to use and assist with asset migration and data entry in Orange Logic asset management system.

Provide general administrative support such as preparing payment requests, editing, researching, photocopying, filing, and assisting with expense reports. Special projects as determined by Operations and Artistic staff.

Fall 2023 internship (September 2023-January 2024)

Please submit cover letter, resume and availability.

KNOWLEDGE, SKILLS, AND EXPERIENCE PREFERRED

1. Excellent organizational and interpersonal skills.
2. Must be very detail-oriented.
3. Upper level or graduate student.
4. Excellent English writing skills.
5. Proficient in Microsoft Office.
6. Knowledge of orchestral repertoire and ability to read music desired.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.