

## CSO ASSOCIATION EMPLOYMENT

Be part of the world-renowned Chicago Symphony Orchestra Association. Many different talents and skills are needed to provide management and support for this cultural treasure.

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### ASSISTANT TO THE PRESIDENT / SECRETARY OF THE BOARD

Assumes all responsibilities associated with the general management and organization of the President's Office and activities, as well as specific administrative functions. Provides support to the CSO Board of Trustees to maintain and ensure compliance with stated Bylaws. This position serves as liaison between the Chairman, President, staff, musicians and Board members. Responsibilities include meeting scheduling, the recording and distribution of minutes for Board and Executive Committee meetings, and maintaining records and files for the President's Office and Board. In addition, the assistant supports the President's separate efforts and interests associated with external affiliations. Supervisory responsibility included for fourth floor receptionist.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Supports the President's efforts and interests, including all external affiliations in a 24/7 environment. Professionally represents the President in her absence.
2. Oversees the coordination of the President's schedule, including travel arrangements and itineraries and other general administrative tasks. Structures calendar to optimize President's presence as well as effectiveness, from an organizational, professional and personal perspective. Creates solid infrastructure that reflects the ongoing artistic priorities of the institution and administrative timelines.
3. Acts as a resource for general information flowing in and out of the President's Office and Board of Trustees. Secures key decisions to timely support work flow.
4. Maintains all Board and committee records (Bylaws, minutes, policies, membership, attendance, related information).
5. Schedules and attends Board, Executive and several Trustee Committee meetings.
6. Takes and distributes minutes for Board, Executive and other Trustee Committee meetings.
7. Understands the issues discussed, coordinates and initiates interaction between committees of the Board.
8. Acts as principal staff liaison for Chairman and between President and senior management and the Board.
9. Manages all correspondence, communication and mailings related to the Board and President's Office.
10. Organizes Trustee recognition (including memorials, illness, etc.).
11. Serves on project task forces, internal committees and other individual projects as needed.
12. Prioritizes and disseminates information.

### KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIRED

1. Demonstrated executive secretarial, meeting planning, administrative and project management experience supporting the top level executive at a similarly complex organization.
  2. Ability to understand the underlying governance issues of an institution with the complexity of the CSO.
  3. Ability to understand and absorb the complexity of the organization and direct the flow of information in and out of the President's Office.
  4. People skills required are professionalism, diplomacy and tact in dealing with diverse groups of trustees, orchestra, staff and business leaders.
  5. Ability to anticipate needs and take appropriate initiative.
  6. Formal education or equivalent experience.
  7. Excellent verbal, written and organizational skills, as well as attention to detail.
  8. Excellent computer skills to include PowerPoint and other Microsoft Office Suite programs.
  9. General knowledge of classical music helpful.
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### HOW TO APPLY

To apply for full-time, part-time or seasonal positions with the Chicago Symphony Orchestra Association:

**email** Send your resume as a Word or PDF attachment to [hr@csso.org](mailto:hr@csso.org)

**mail** Send letter, resume, and salary history to:

Chicago Symphony Orchestra Association  
Human Resources Department  
220 S. Michigan Avenue  
Chicago, IL 60604-2508

**fax** (312) 294-3838

*All resumes are acknowledged with postcard or email upon receipt. No phone calls, please.*

*The Chicago Symphony Orchestra is an Equal Opportunity Employer and values and encourages a diverse workforce.*