

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.

INSTITUTE FOR LEARNING, ACCESS, AND TRAINING INTERN (non-paid)

The Institute for Learning, Access, and Training at the Chicago Symphony Orchestra is now accepting applications for internships that will provide valuable and diverse experience in arts administration related to the initiatives of the Institute.

The Institute for Learning, Access, and Training supports more than 20 programs that engage over 200,000 youth and key influencers annually in a range of musical learning experiences including educational concerts, school and community partnerships, open rehearsals and master classes, and intensive training programs including the Civic Orchestra of Chicago.

Duties may include coordinating ticketing and pre-concert activities for Very Special Promenades and Kraft Family Matinee Series concerts; scheduling CSO ensemble visits; supporting the Dream Out Loud music education advocacy campaign and Orchestra Explorers; assisting with operational needs for Civic Orchestra; and miscellaneous office needs. Interns are asked to support major Institute and/or Civic events (e.g., Open Rehearsals, education concerts, Civic concerts at Orchestra Hall, Youth Auditions, etc.); some evenings and/or weekends may be required. Other special projects may be assigned.

Qualified applicants may apply now. Please specify the time period in which you are most available (Fall, Winter, Spring, Summer).

KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIRED

1. Knowledge of classical music required.
2. Demonstrated interest in music and/or other performing arts.
3. Preference given to students pursuing music performance, music education, arts administration or fine arts degree.
4. Excellent organizational and interpersonal skills.
5. Excellent oral and written communication skills.
6. Must be very detail oriented.
7. Upper level (college junior or senior) and/or graduate student.
8. One year of office experience.
9. Strong computer skills (Microsoft Office).

HOW TO APPLY

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

email

Send your **cover letter, resume, and salary history** as a Word or PDF attachment to 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.*