

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.

ARTISTIC INTERN (non-paid)

Assist Artistic Administrator, Program Coordinator and Artist Coordinators, SCP and CSO. Manage the execution and distribution of key documents including contracts. Learn to use and update OMS software system. Assist with research for *Beyond the Score* series. Proofread program pages. Edit/photocopy and file various documents. Assist with preparation for upcoming seasons. Perform follow-up phone calls to agents re: contracts and other details. Contact agents for artist itineraries and travel/hotel needs. Special projects, as determined by Artistic staff.

The duration of this internship is negotiable.

Fall 2012 internship

Deadline for applications: Tuesday, July 31, 2012

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. Proficiency in Microsoft Office

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

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.*

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