

# CHICAGO SYMPHONY ORCHESTRA ASSOCIATION

## JOB DESCRIPTION

**TITLE:** Front of House Administrative Intern

Reviewed: 08/07/24

**FLSA STATUS:** Internship (unpaid)

**DEPARTMENT:** Operations

### GENERAL SUMMARY

Assist Front of House staff. Fall internship (October – December)

### PRINCIPAL DUTIES AND RESPONSIBILITIES

Manage the digitization and organization of key documents for the Front of House (FOH) staff including timesheets, schedules, and hall signage. Learn to use and update ArtsVision and Tessitura software systems. Collaborate with House Manager and Usher supervisors to update training documents for ushers and coat check attendants including FOH Handbook, training module, and more. Work alongside House Manager during concert duty and other tasks as requested.

Provide general administrative support such as editing, researching, photocopying, filing, and creating Excel spreadsheets. Special projects as determined by House Manager.

### REPORTING RELATIONSHIPS

1. Reports to House Manager
2. Direct contact with front of house staff and usher supervisors.

### KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIRED

1. Excellent organizational and interpersonal skills.
2. Must be very detailed-oriented.
3. Upper level or graduate student.
4. Excellent English writing skills.
5. Proficient in Microsoft Office.
6. Knowledge of Front of House operations, venue management, and crowd control preferred.

### WORKING CONDITIONS

Pleasant office environment.