

**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. Artist Dressing Room setup and rehearsal/concert support as requested. Assist with database entry in Microsoft Access for CSO domestic and international tours. Maintain and update sales records for commercial recordings in Microsoft Excel. Draft social media posts for radio broadcasts. Assist with selection of promotional concert excerpts. General administrative support such as completing purchase requisitions, editing, researching, photocopying and filing. Special projects as determined by Operations and Artistic staff.

*The duration of this internship is negotiable.*

Fall 2022 internship (September-December)

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.