

THE CHICAGO SYMPHONY ORCHESTRA

JOB DESCRIPTION

TITLE: Editor

REVIEWED: July 2022

FLSA STATUS: Part-Time, Non-Exempt (Seasonal)

DEPARTMENT: Sales & Marketing

GENERAL SUMMARY

Seeking a colleague to join a dedicated team of music lovers who pride themselves in the creation of informative and engaging program books that enhance the concert experience. This position is seasonal from mid-August through mid-June and is responsible for the preparation and editing of approximately thirty program books per season for concerts on the Symphony Center Presents, Chicago Symphony Orchestra Chamber Music, and MusicNOW series, in addition to programs for the Negaunee Music Institute and other performances as assigned.

Successful candidates will be strong writers and excellent editors/proofreaders, who are sensitive to the needs of a broad readership with various levels of music exposure; proactive and courteous communicators; and strong project managers capable of handling multiple deadlines. A solid grasp of classical music and/or jazz history is preferred. This position will work closely with the Program Book team and report to the Director of Content. Additional publishing opportunities exist for interested writers, including articles for program books, cso.org/experience, various marketing materials, and special projects.

CSOA is an equal-opportunity employer where all qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin. We value diversity and inclusion and seek to build and maintain a community and culture that celebrates and values diverse backgrounds, identities, and perspectives. We consider equivalent combinations of experience and education for jobs, and all candidates who believe they possess equivalent experience and education are encouraged to apply.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Responsible for the editorial oversight of program books for the Symphony Center Presents, CSO Chamber Music, and MusicNOW series, in addition to programs for the Negaunee Music Institute and other performances as assigned;
- Prepares program materials for layout, including program-page listings, sponsorship acknowledgements, program notes (if needed), artist biographies, headshots, enhancements, imagery, special features, and rosters;
- Communicates with appropriate contacts, including artistic management and colleagues in the Development and Artistic departments, to secure needed materials and in addition to independent research and writing to prepare program book copy;
- Edits all materials to ensure accuracy and evaluate copy for compliance with desired style and tone;

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.

THE CHICAGO SYMPHONY ORCHESTRA JOB DESCRIPTION

- Supplies edited materials to designer for layout by scheduled deadlines;
- Oversees draft circulation and edit compilation and confirms when books are ready for print;
- Promptly notifies Artistic department of changes to the program received from artist management;
- Works with Content Director to plan and write special editorials for program books and Experience;
- Provides copywriting and editing support for special projects as assigned.

REPORTING RELATIONSHIPS

- Reports to Director of Content
- Works closely with members of the Program Book, Public Relations, Artistic, and Marketing teams
- Other contacts include artistic management, members of the CSO, and guest artists

KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIRED

- Minimum of two years of experience as editor or relevant role
- Exceptional research, copywriting, and editing skills and familiarity with *Chicago Manual of Style* guidelines
- Solid knowledge of classical music and experience with other musical genres preferred
- Excellent organizational skills, including the ability to manage time and multitask, required
- Excellent verbal and written communications skills, required
- Excellent interpersonal skills, including phone and email
- Ability to communicate clearly and effectively through all levels of the institution
- Standard technological competence (computer skills)
- Ability to meet deadlines and adjust priorities in a fast-paced environment
- Attention to detail in all aspects of work
- Proficiency with Microsoft Office and other desktop publishing software as well as ability to adopt new digital platforms and resources used by CSOA
- Bachelor's degree in music, journalism, or relevant field
- Seeking creative, resourceful, reliable, and positive candidates with genuine enthusiasm for publishing and music

WORKING CONDITIONS

Pleasant office environment.