

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.

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.

Fall 2024 internship (October 2024 – December 2024)

Please submit cover letter, resume, and availability.

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.

CSOA is an equal opportunity employer where all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of 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.

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.