**TITLE:** Media Relations Assistant Reviewed: 7/2025

**FLSA STATUS:** Part-Time

**DEPARTMENT:** Sales & Marketing

**Pay Rate: $17.00/hour Link to Benefits Summary:** <https://cso.org/benefitsptstaff>

**GENERAL SUMMARY**

Serve as key member of the Chicago Symphony Orchestra Association’s media relations team, supporting the day-to-day functions of the organization’s media relations department, enhancing and building the image of the organization with earned media efforts.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Write and edit press materials including advisories, releases, and b-roll packages related to upcoming events, to assist with the development of strong narratives and story angles.
2. Research and update targeted media lists for various industries, with a focus on classical music and the broader Chicago media landscape.
3. Submit calendar listings on online platforms and coordinating media interviews.
4. Collect and prepare press clippings for distribution and tracking media coverage using monitoring tools to create internal reports on PR campaign successes.
5. Assist with photo services for press covering CSOA events.
6. Provide staffing support to escort members of the media in the Hall and at outside PR events as needed, coordinating interviews and photo opportunities on-site.

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.

**REPORTING RELATIONSHIPS**

1. Reports to Media Relations Manager
2. Works collaboratively with Director Media Relations and other staff in the Sales & Marketing department
3. Interacts regularly with all CSOA departments, music critics, journalists, general public, photographers, concertgoers, CSO musicians, guest artists, artist managers and publicists, consultants and volunteers

**KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

1. Bachelor’s degree or equivalent required. English, arts management, public relations, journalism, or communications majors preferred.
2. One to two years of experience in media relations, public relations, communications, or a related field, preferably within arts, culture, or non-profit organizations.
3. Exceptional written and verbal skills required; proven editing and proofreading abilities.
4. Strong phone and organizational skills.
5. Computer literacy (Microsoft Office—Word, Access, Excel, PowerPoint), HTML, and experience in internet use required.
6. Familiarity with media databases (e.g., Meltwater) and media monitoring tools is a plus.
7. Proven organizational skills, excellent attention to detail, and ability to work on deadline.
8. Proven ability to work under pressure and multi-task.
9. Knowledge of classical music desired. Foreign language skills a plus, but not required.
10. A desire to learn about public relations and working within a nonprofit helpful.

**WORKING CONDITIONS**

Pleasant, but busy office environment. Some evening and/or weekend work required.