

THE CHICAGO SYMPHONY ORCHESTRA ASSOCIATION.
JOB DESCRIPTION

TITLE: Assistant to the Chorus Manager and Artistic Department/ Chorus Librarian Reviewed: 10-8-21

FLSA STATUS: Non-Exempt

DEPARTMENT: Artistic

GENERAL SUMMARY

Assist the Chorus Manager and Chorus Director in oversight of Chicago Symphony Chorus personnel needs and issues, including but not limited to: adherence to contract guidelines, attendance, preparation of budget, oversight of payroll, attendance at rehearsals, and chorus members' adherence to attendance and membership guidelines.

Purchase, rent or borrow chorus music; research and prepare music for performances and auditions as per the instructions of the Chorus Director; prepare and distribute music to the Chorus; service the Chorus Director and chorus members' music needs.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Assistant to the Chorus Manager

1. Assist the Chorus Manager in management of Chicago Symphony Chorus including:
 - a. Adherence to contract guidelines
 - b. Preparation of chorus library budget
 - c. Season scheduling
 - d. Proof and/or re-write written documents (memos, emails, letters)
 - e. Maintaining performance files
2. Assist the Chorus Manager in overseeing chorus staff (assistant conductors, accompanists, language coach) including:
 - a. Communicating schedule changes, information/requests from the Chorus Director
3. Prepare documents for chorus members including:
 - a. Absentee/Rehearsal Notes, diction notes, synopses, translations
4. Provide managerial support to Chorus Manager including:
 - a. Assist with the scheduling of, and oversee performance checks
 - b. Proctor preliminary auditions
 - c. Manage chorus rehearsals including timing breaks and answering questions, handing out checks
5. Serve as a liaison between chorus members and chorus staff including tasks such as:
 - a. Explaining chorus rules/procedures to choristers
 - b. Keep Chorus Director and Chorus Manager apprised of chorister personal and professional issues, as appropriate
 - c. Communicate chorister's reasonable requests and comments to Chorus Director and Chorus Manager, as appropriate
 - d. Aid in resolving conflicts as appropriate
6. Manage new member and current member auditions in collaboration with Chorus Manager including:
 - a. Alternate staffing of preliminary auditions with Chorus Manager
 - b. Provide administrative assistance to artistic staff (assistant conductors, accompanists, Chorus Director)
 - c. Identify potential recruitment venues and opportunities
7. Assist Chorus Director
 - a. Manage Chorus Director travel and ground transportation related to CSC schedule.
 - b. Maintain calendar for Chorus Director for all CSC commitments including meetings, rehearsals and performances
 - c. Prepare and submit CSC expense reports

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 ASSOCIATION. JOB DESCRIPTION

- d. Draft Chorus Director correspondence for CSC matters, as needed

Assistant to the Artistic Department

1. Manage and coordinate all library activities for Beyond the Score licensing, including organization, tracking and sending of parts and materials to presenting orchestras.
2. Provide support for day-to-day operations of the artistic department.
3. Other duties as assigned.

Chorus Librarian

1. Provide staff and choristers with appropriate scores for programmed works
2. Research editions and publishers including collaboration with orchestra librarians and chorus, and artistic staff regarding performance conductor's preferred score/edition
3. In consultation with Chorus Director, purchase, rent, borrow, or prepare, chorus piano vocal scores, full scores, reduced scores, etc, as needed
4. Negotiate rental fees with publishers
5. Ensure that all necessary copyright and performance right agreements are fulfilled
6. Distribute scores to chorus members per AGMA deadlines
7. Distribute scores in a timely manner, and in accordance with the Chorus Director's instructions to: assistant conductors, language coach, accompanists and others as needed
8. Research and acquire single copies of scores, additional translations, etc, as requested by Chorus Director
9. Maintain working database of all library material, including: editions, timings, errata, specific needs of each work
10. Prepare scores for chorus director for CSC engagements

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 Chorus Manager, works closely with the Director of Artistic Administration, Chorus Director and other members of the artistic team
2. Other contacts include: CSO staff, chorus assistant conductors, chorus accompanists, other orchestra collaborators, chorus members, audition candidates, guest artists and orchestra members

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

1. Bachelor's degree or equivalent experience required
2. Proven ability to read complex orchestra and vocal scores
3. Minimum of 2 years of experience as a music librarian and/or office administrator. Other experience may be considered when appropriate. Choral experience strongly desired.
4. Computer skills including Word, Excel, Access, and Outlook, required.
5. Excellent written and verbal skills, exceptional detail and organizational skills, required.
6. Ability to manage multiple projects simultaneously, required.
7. Diplomacy and sensitivity in communicating with many different constituencies (e.g., guest artists, chorus members, orchestra members, and staff).

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 ASSOCIATION.
JOB DESCRIPTION**

8. Flexibility to work evenings and/or weekends as needed, required.

WORKING CONDITIONS

Pleasant office environment.

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.