

CHICAGO SYMPHONY ORCHESTRA ASSOCIATION

JOB DESCRIPTION

TITLE: Programs Assistant and NMI Board Secretary
FLSA STATUS: Non-Exempt
DEPARTMENT: Negaunee Music Institute

June 2026

Salary range: \$42K-\$45K Benefits summary: <https://cso.org/benefitsftstaff>

SUMMARY

The Negaunee Music Institute (NMI) produces transformative education and community programs of the Chicago Symphony Orchestra that nurture lifelong engagement with music. These inspiring activities have a lasting impact in building future audiences, training the next generation of musicians and empowering people of all backgrounds, across Chicago and around the world.

The Programs Assistant provides essential support to the NMI's varied portfolio of programs, with a focus on Musician Training and Community Engagement. They also serve as Secretary to the NMI Board and participate in donor stewardship.

Learn more about the Negaunee Music Institute at cso.org/nmi.

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.

POSITION DESCRIPTION

1. Provide administrative support to various NMI programs, including but not limited to the Young Composers Initiative, Percussion Scholarship Program, the Civic Orchestra of Chicago, the Civic Fellowship Program, Notes for Peace and CSO educational activities on tour. Assist with artist hospitality such as booking flights, lodging and ground transportation, preparation of itineraries, coordination of pre-concert activities and guest conductor support.
2. Serve as Secretary to the NMI Board and its committees. Coordinate and attend all meetings, prepare meeting materials, take meeting minutes, send reminders and organize donor stewardship activities. Assist with preparation of programming updates to the Board and other donors.
3. Act as a liaison between the NMI staff team and other departments of the Chicago Symphony Orchestra Association (CSOA). With a comprehensive knowledge of NMI programs, work collaboratively with NMI staff colleagues and cross-departmentally to ensure proper visibility and understanding of events.
4. Monitor and coordinate updates to NMI webpages. Write copy and select photos for cso.org, Facebook and Instagram as requested.
5. Prepare and submit paperwork for payment of invoices and contracts. Track program budgets.
6. Provide targeted administrative support to the Managing Director of the Negaunee Music Institute when requested.
7. Participate in select cross-departmental staff meetings, including the NMI/Marketing Bi-Monthly, Ticket Inventory Group and Production Meetings.
8. Other duties as assigned.

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REPORTING RELATIONSHIPS

- Reports to Managing Director of the Negaunee Music Institute.
- Other contacts include CSOA staff, NMI Board and Committee members, CSO Trustees, CSO and Civic Orchestra musicians, CSOA volunteers, school and community partner contacts and vendors.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Bachelor's degree and/or formal training in music required.
- At least two years of experience working in an administrative role for a non-profit arts organization preferred.
- Superior communication skills (written and verbal) required. Exceptional organizational skills and attention to detail required.
- Strong aesthetic sensibility and experience in design preferred.
- Passion for symphony orchestras and belief that music education can transform lives.
- Good sense of humor and ability to thrive in a fast-paced, high expectations environment.
- Availability to occasionally work nights and weekends required.
- Proven proficiency in the Microsoft Office Suite including Word, Excel and Power Point.

WORKING CONDITIONS

Pleasant office environment.