

CHICAGO SYMPHONY ORCHESTRA ASSOCIATION

JOB DESCRIPTION

TITLE: Coordinator of Artistic Administration

Reviewed: Dec. 23, 2025

FLSA STATUS: Exempt

DEPARTMENT: Artistic

Salary range: \$48,500K – \$50K; **Link to Benefits Summary:** <https://cso.org/benefitsftstaff>

GENERAL SUMMARY

The Coordinator of Artistic Administration is responsible for logistical arrangements for a majority of CSO guest artists, including drafting contracts, assembling schedules, and requesting payments. This individual serves as a central coordinator between guest artists, their management, and internal departments to ensure seamless visits and successful performances. The position also provides hands-on backstage support during rehearsals and concerts, addressing artists' needs and contributing to overall artistic success. Additionally, this individual supports organizational accuracy by proofreading marketing materials and maintaining detailed administrative systems.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Contracting: draft, send (once approved) and track receipt of contracts for all CSO guest artists. Ensure that all draft contracts are approved by Manager of Artistic Planning or Director of Artistic Administration.
2. Service approximately two-thirds of CSO guest artist contracts (including guest choruses) as assigned by the Senior Manager of Artistic Administration. Duties include:
 - a. Book travel and accommodation as agreed in guest artist contracts and in coordination with guest artist managers.
 - b. Obtain program/performance details, including but not limited to rehearsal orders, technical requirements, practice time, and stage set up. Disseminate all details internally as appropriate and in a timely manner, including representing CSO Artistic Department at Production Meetings.
 - c. Coordinate official aspects of guest artists' visits, including but not limited to educational activities and development activities.
 - d. Track all aspects of guest artist activities using ArtsVision software. Utilize ArtsVision to create guest artist itineraries.
 - e. Distribute guest artist itineraries to artist management teams and internal contacts in a timely manner.
 - f. Process guest artist payments accurately and in a timely manner, liaising with guest artist management and CSO Finance Department.
 - g. Maintain accurate records of guest artist expenses.

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.

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3. Participate in backstage duty for CSO Main Series rehearsals/concerts; Merry, Merry Chicago concerts; and other rehearsals/concerts as assigned by Senior Manager of Artistic Administration. Duties include:
 - a. Collaborate with colleagues across CSO departments to secure dressing room assignments.
 - b. Prepare and maintain dressing rooms while in use by guest artists.
 - c. Ensure that guest artists are present when required at rehearsals, concerts, and other activities.
 - d. Assist guest artists backstage.
 - e. With Senior Manager of Artistic Administration, maintain supplies for production office/artist hospitality.
 - f. In sum, provide any and all support required to ensure the artistic success of guest artists.
4. Proofread CSO Marketing Department communications and publications in coordination with Senior Manager of Artistic Administration, including but not limited to CSO Main Series concerts; Merry, Merry Chicago; and CSO Chamber concerts. Liaise with Marketing and Public Relations colleagues to ensure that internal and external correspondence reflects accurate artistic program information.
5. Other duties as assigned.

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 Senior Manager of Artistic Administration.
2. Other contacts include: members of the CSO Artistic, Marketing, Development, and Finance Departments, and the Negaunee Music Institute, including working closely with the Artists Assistant; guest artists and guest artist managers; CSO musicians; and hotels, transportation services, and restaurants.

KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIRED

1. Bachelor's degree or equivalent combination of education and experience.
2. Strong classical musical knowledge based in formal training or equivalent experience in classical music performance or classical music business.

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3. Superior administrative and organizational skills with a keen eye for detail.
4. Excellent interpersonal, diplomacy, and oral and written communication skills.
Ability to work with diverse individuals.
5. Strong problem-solving skills and self-motivation.
6. Proven ability to work in a fast-paced team environment, flexible to change and able to prioritize competing demands.
7. Professional, courteous, prompt, and clean demeanor.
8. Proficiency with MS Office software; knowledge of or ability to quickly learn ArtsVision software.

WORKING CONDITIONS

Pleasant office environment. In-person work required; occasional opportunities for hybrid work. Nights & weekends required.