

THE CHICAGO SYMPHONY ORCHESTRA ASSOCIATION

JOB DESCRIPTION

TITLE: Coordinator of Artistic Administration, SCP
FLSA STATUS: Exempt
DEPARTMENT: Artistic

Revised: 6-12-26

Salary range: \$40k - \$45K; Link to Benefits Summary: <https://cso.org/benefitsftstaff>

GENERAL SUMMARY

Work as a key member of the Artistic team in the coordination and implementation of all matters relating to SCP, Film, and CSO Special presentations.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provide administrative and clerical support for Director of Programming and Administration, Films and Special Presentations including assistance with executing and drafting contracts as directed.
2. Follow up with artists and artist managers/agencies on all performance- and program-related details including repertoire, personnel, rehearsal/sound check times, and piano selections. Consult with Director of Programming and SCP Programming Consultant as needed and disseminate updates and materials to the appropriate parties.
3. Advance concert needs with tour managers. Oversee and/or book artist-related travel, hotel and ground arrangements and input details into ArtsVision. Coordinate with Production Manager. Create schedules and share details as necessary.
4. Attend all assigned concerts and rehearsals and provide artist support. Fulfill all rider requirements including backstage provisions/catering, dressing room assignments, and any other needs. Arrange comp tickets, confirm backstage lists, order and pick-up supplemental catering. Run errands as necessary.
5. Maintain Production Office and Closet: arrange laundering of linens and keep supplies stocked in collaboration with CSO Coordinator.
6. Obtain tax forms and EFTs as needed, confirm details with Finance, set up new vendors, and communicate any issues to Finance and/or the Director of Programming.
7. Using Concur, process artist fee payments and invoices for all assigned concerts. Communicate costs with Director of Programming and Administration, Films and Special Presentations to keep budgets up-to-date.
8. As Visa Administrator, communicate visa requirements to Artist Managers. Prepare any necessary visa applications (including preparing visa paperwork and applying through USCIS). Provide application materials to managers as requested.
9. Maintain concert files, music library, and databases.
10. Proofread program and marketing materials.
11. Perform other artistic 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

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encouraged to apply.

REPORTING RELATIONSHIPS

1. Reports to the Director of Programming and Administration, Films and Special Presentations.
2. Other contacts include: colleagues inside and outside the CSOA, artist managers, guest artists, hotels, restaurants, and travel services.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

1. Formal training or equivalent experience in music
2. Superior administrative and organizational skills
3. Excellent communication and diplomacy skills
4. A keen eye for detail
5. Experience working directly with artists and artists' management preferable but not essential
6. Proven ability to work in a fast-paced, team-oriented environment; must be flexible to change and able to prioritize
7. Proficiency in MS Office software
8. Must be able to work evenings and weekends

WORKING CONDITIONS

Pleasant office environment

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