



CHICAGO SYMPHONY ORCHESTRA ASSOCIATION

JOB DESCRIPTION

TITLE CSO Music Library Intern
STATUS Internship (unpaid)
DEPARTMENTS CSO Music Library

GENERAL SUMMARY

Work with the CSO Music Librarians to digitize, catalogue, and archive sheet music and performance records where applicable. Other duties may be assigned as needed.

Must be willing to commit to a minimum of 7 hours per week for a minimum of 12 weeks between March 1st and June 30, 2024.

Please submit cover letter, résumé, and availability.

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.

KNOWLEDGE, SKILLS, AND EXPERIENCE

1. Students or recent graduates pursuing a degree in music performance or education, arts management, or Library Science (with an emphasis on Music)
2. Must have a basic knowledge of classical music industry and repertoire
3. Strong computer proficiency (relational databases, Microsoft Office)
4. Strong attention to detail and ability to work with limited supervision

WORKING CONDITIONS

Pleasant office environment.

The above is intended to describe the general content of and requirements for the performance of this internship. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.