

CHICAGO SYMPHONY ORCHESTRA ASSOCIATION
JOB DESCRIPTION

June 2021

TITLE: Operations Coordinator, Civic Orchestra of Chicago

FLSA STATUS: Non-Exempt

DEPARTMENT: The Negaunee Music Institute

GENERAL SUMMARY:

Responsible for coordinating operations of the Civic Orchestra of Chicago. Assists with Civic Orchestra auditions. Executes various administrative tasks in support of Civic Regular Members and Fellows. Coordinates weekly operations and annual auditions for the Negaunee Music Institute Percussion Scholarship Program. Coordinates the Civic Chamber Music Program, supports Civic Fellows new music projects and assists with Civic Alumni engagement.

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.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Working closely with Civic Orchestra Manager, Civic Fellowship Manager, CSO Stage Manager, Stage Hands, and Director of Operations, coordinate operations for Civic Orchestra and select Civic Fellows rehearsals, sectionals, meetings, workshops, concerts, and special events, on and off site. Attend all CSOA staff production meetings as Civic operations liaison.
- Attend all Civic rehearsals and concerts; attend Fellowship rehearsals and performances when requested. Manage principal conductor, guest conductor and guest artists hospitality including coordination of itineraries and dressing room set up. Assist the Orchestra Manager with personnel management including hiring of substitute and extra musicians, and monitoring attendance at Civic and/or Fellows rehearsals and concerts as requested.
- Support the Civic Chamber Music Program.
- In collaboration with the Manager, Civic Fellowship Program, contribute to planning and operations for Civic Fellows new music projects.
- Support annual Civic Orchestra auditions and recruitment including Chicago live auditions. Assist with the CSO coach review process and preparation of *Get Accepted* for online applications and adjudication. Hire and supervise audition proctors.
- Coordinate Civic professional development workshops and masterclasses given by CSO members, Civic alumni, and/or guest artists, including room setup, communication and Payroll memos. Coordinate mock auditions, including room setup, supervision of proctors, and preparation of music packets for coaches. Hire and supervise Civic musician rehearsal assistants and audition proctors.
- Serve as staff member of the Civic Alumni Task Force. Maintain Civic Alumni database; oversee and update Civic Alumni website; lead the Alumni Mentorship program and assist Civic Orchestra Manager and CSO Development with continued planning and implementation of the Civic alumni engagement strategy.
- Working with CSOA Development team, assist with Civic Musician and Donor pairings, manage the annual Civic thank you videos, assist with scheduling Civic donor meetings with Civic members, hiring Civic musicians for donor events and donor requests, and attending donor events, including the Civic annual donor dinner.
- Carry out various administrative duties related to Civic Orchestra membership and CSO coaches: complete new hire paperwork for Civic members, coordinate Civic complementary ticket requests and RSVPs for CSO rehearsals open to Civic Orchestra Members; manage the maintenance of Civic

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instrument inventory including rental instruments, contracts, and related insurance policies, coordinate practice room reservations for Civic members, assist with processing of Civic-sponsored visa applications, arrange catering, and process paperwork for guest artist fees and other Civic-related expenses. Support planning for future seasons as requested.

- Coordinate operations for the NMI Percussion Scholarship Program (PSP). Working with PSP directors, assist with recital preparation and operations and the annual audition and interview process.
- Perform other duties as assigned.

REPORTING RELATIONSHIPS AND KEY CONTACTS

1. Reports to Orchestra Manager, Civic Orchestra of Chicago.
2. Key contacts include: Civic Orchestra musicians, Civic Principal Conductor, Guest Conductors & Artists, Stage hands, Civic Library Fellow, CSO musicians, Civic interns, CSO staff from Development, Operations, and PR/Marketing departments, donors, volunteers, area colleges and universities, general public.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

1. Formal education in music or equivalent experience, and completion of a bachelor's degree, required.
2. Two to three years of experience in orchestra operations preferred.
3. In-depth knowledge of orchestral repertoire, instruments and music/production equipment; ability to read music and full scores required.
4. Excellent written and verbal skills, exceptional detail, organizational and problem solving skills.
5. Ability to manage multiple projects simultaneously and meet deadlines.
6. Ability to function as a strong member of a team.
7. Confidence, diplomacy and sensitivity in communicating with many different internal and external constituencies.
8. Working familiarity with MSWord, Excel, Outlook and Access (or similar data base program).

WORKING CONDITIONS

Pleasant office environment. Significant amount of evening and weekend work required. Lifting and moving chairs, music stands and some percussion equipment will be required on a day to day basis during rehearsal periods.