

THE CHICAGO SYMPHONY ORCHESTRA ASSOCIATION

JOB DESCRIPTION

TITLE: Artistic Planning Coordinator

Reviewed: July 22, 2024

FLSA STATUS: Exempt

DEPARTMENT: Artistic

GENERAL SUMMARY

Assist Vice President for Artistic Planning (VP) in a variety of artistic planning tasks and projects. Provide administrative support for the VP. Serve as a principal point of contact in the coordination of artist logistics for CSO Holiday concerts (Merry, Merry Chicago), MusicNOW concerts and CSO Chamber Series Concerts. Serve as a central point of contact for the Artistic Administration Department and manage the information flow within the department, between departments and to external contacts.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Work closely with VP for Artistic Planning managing correspondence, maintaining files and key artistic planning documents.
2. Schedule appointments and meetings for VP; schedule department meetings; arrange business travel; manage VP schedule; keep track of schedule and keep individuals on schedule. Anticipate in advance materials necessary for upcoming meetings or presentations and alert and support, if required, other team members as necessary so materials are prepared in advance.
3. Serve as principal point of contact to expedite incoming and outgoing information flow within and between departments, including phone messages and email inquiries about current and future artistic issues.
4. Assist VP with coordinating and making enquiries with artist managers. Maintain phone log, facilitate timely response to inquiries and provide responses on behalf of VP as appropriate.
5. Manage and track Artistic department's administrative budget and the pre concert lectures budget as required.
6. Coordinate and attend all CSOA MusicNOW and CSOA Holiday (Merry Merry Chicago) concerts, including booking guest artist/composer-in-residence travel and accommodations, issuing artist schedules, booking rehearsal space utilizing ArtsVision (AV) platform, advancing any production and logistical needs as may be required, and disseminating any information to departments as needed.
7. Coordinate and attend all CSO Chamber Music concerts, including contracting and/or payment of musicians, advancing any production and logistical needs for group as required, communication of setup and technical details, booking rehearsal space utilizing ArtsVision (AV), site visits and advance for off-site concerts, and disseminating information to departments as needed.
8. Process and track all fee and other payments to conductors, artists and composers participating in CSOA MusicNOW and CSOA Holiday (Merry Merry Chicago) Concerts to ensure timely payment of all fees per the terms of the contract(s). Submit payroll data and other payment information for CSO Musicians and guest performers participating in CSO Chamber Concerts to ensure timely payment. Obtain financial information and/or forms from artists and musicians as required by CSO finance department. Track fee payments for MusicNOW, CSO Chamber Concerts and CSO Holiday Concert in CSO accounting system and software as needed to maintain accurate records. Work in coordination with other Artistic Staff to ensure accurate financial reporting of these costs.
9. Select, contract, evaluate and manage the lecturers for the pre-concert lectures for all CSO concerts/programs as requested; coordinate all logistics with relevant staff members.
10. When required or requested, assist with backstage concert duty.

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11. Attend inter- and intra-department meetings as directed by VP.
12. Monitor progress on assigned artistic planning issues with relevant staff members.
13. Take minutes at Board committee meetings as required.
14. Monitor and report Artistic Department staff leave.
15. Special projects as assigned (such as research into repertoire and artists) and any other relevant duties as required or assigned.
16. Assist the department team in other projects such as leases of the "Beyond the Score" series and the organization of new events.
17. Provide administrative support to department as requested for VP.
18. Assist in proofreading publications and marketing materials as needed.
19. Perform 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 Vice President of Artistic Planning
2. Other contacts include artist managers, professional colleagues, guest artists and conductors, and internal contacts with key staff members.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

1. Bachelor's Degree required.
2. Formal training or working knowledge in music, particularly orchestral music.
3. Keen eye for detail.
4. Ability to work as part of a dynamic team.
5. Excellent communication skills (written and verbal).
6. Computer literacy, typing, clerical and organizational skills.

WORKING CONDITIONS

Pleasant office environment.