

**Job Opportunity for the Grant Park Orchestral Association
Artistic & Production Assistant (Full-Time, Seasonal)**

This is a full-time, seasonal position for the Grant Park Music Festival in Millennium Park. This position reports to the General Manager and works closely with the Artistic Coordinator and Ensembles Personnel Manager. This position begins May 21, 2012 and continues through August 18, 2012.

The Grant Park Music Festival has been a Chicago summertime tradition since 1935. Attended by over 300,000 visitors annually, the Festival presents 10 weeks of classical concerts in Chicago's Millennium Park. Most concerts take place outdoors in the Jay Pritzker Pavilion designed by renowned architect Frank Gehry and several concerts take place inside the Harris Theater for Music and Dance. The Festival is highly committed to introducing new audiences to classical music and presenting adventurous world-class programming. The Grant Park Orchestra and Chorus are comprised of musicians from other well-regarded orchestras and musical institutions. Carlos Kalmar has been the Principal Conductor and Artistic Director of the Festival since 2001 and the current Chorus Director is Christopher Bell.

Duties:

- Assist in the coordination of rehearsal and performance logistics
- Assist in the coordination of all guest artist and conductor travel, transport and housing; work closely with artist managers, airlines, limousine contractors, hoteliers, etc.
- Assist in oversight of sponsor and in-kind goods and services for the use of artists and conductors
- Coordinate access to backstage with security and front of house personnel
- Assist in determining instrument rental need and maintenance
- Assist with the fulfillment of production needs for special events
- Monitor contractual processes and ensure timely payment of guest artists and conductors
- Maintain and update the orchestra roster and call boards
- Attend to general welfare of guest artists and conductors
- Assist in repertoire and artist research, and general advance work relative to future seasons
- Perform other duties as assigned

Minimum Qualifications:

- Thorough knowledge of classical music and ability to read orchestral scores
- Three years or more of college-level education completed and/or two years of professional experience in related field
- Excellent communication skills and routinely punctual
- Excellent computer skills; proficient in Microsoft Office
- Ability to work flexible hours; weekend and holiday availability is required
- Close attention to detail, with the ability to work professionally and efficiently in a fast-paced environment
- Ability to perform physical labor and lift at least 40lbs
- Ability to work outdoors and possibly in inclement weather

Job Requirements:

- Business attire is required at most times; Khaki or black dress pants must be worn with closed toe shoes, along with an assigned uniform shirt/blouse when working in public at concerts and/or open rehearsals
- Must be available for entire summer

2012 Wages: \$9.00 per hour

Submit **resume**, **cover letter**, and **two references** to:

Grant Park Orchestral Association
c/o Seasonal Support Staff Hiring Manager
205 E. Randolph St
Chicago, IL 60601
Joseph.Fernicola@gpmf.org

Applications must be submitted by February 20, 2012

NO PHONE CALLS, PLEASE

The Grant Park Orchestral Association is an Equal Opportunity Employer

