

**Job Opportunity for the Grant Park Orchestral Association
Ensembles Personnel 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 Ensembles Personnel Manager and works closely with the General Manager and Artistic Coordinator. 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:

- Coordinate operations for the professional and volunteer choral ensembles
- Prepare, maintain, distribute and collect music for all chorus rehearsals and performances
- Assemble, distribute and collect concert folders, file music, maintain and update chorus databases
- Disseminate and collect chorus and orchestra member timesheets, parking cards, etc.
- Attend to and aid the Chorus Director and chorus members in the general operations of the chorus
- Assist in the coordination of rehearsal and performance logistics
- 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

Other Desired Qualifications:

- Previous experience as ensembles librarian/manager

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

