

**Job Opportunity for the Grant Park Orchestral Association
Marketing & Sales 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 Director of Marketing and Public Relations and works closely with the House Manager. This position begins May 14, 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 areas of marketing, sales, public relations, and advertising
- Assist with sales of memberships, group seating, single-night passes, and Festival merchandise
- Assist with creating and implementing new sales strategies
- Coordinate and maintain the use of the Festival's merchandise kiosk for all concerts and select open rehearsals
- Assist in creation and distribution of season brochures, email newsletters, artists' biographies, and press releases
- Assist with program book and advertising production
- Coordinate media relations and maintain the database of press, publicity, and advertising contacts
- Coordinate members of the press with requests for information, seating assignments, and photography
- Coordinate and attend orchestra and chorus photography and guest artist interviews
- Assist with order taking, processing and responding to patrons inquiries about the Festival
- Provide general information regarding the Festival to the public during rehearsals and performances
- Assist the House Manager with box office and ushering duties for concerts
- Perform routine clerical duties: type, file, mail, answer the telephone and write correspondences
- Perform other duties as assigned

Minimum Qualifications:

- 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 skill; 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:

- Experience in music, tourism and/or special events industries
- Knowledge of classical music repertoire
- Experience using Tessitura Software and Constant Contact

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 and able to work at all rehearsals and concerts

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

