

**Job Opportunity for the Grant Park Orchestral Association
Music Library 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 Music Librarian. 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 with the daily preparation of music for Grant Park Music Festival concerts and rehearsals
- Assist with the bowing and editing of orchestral parts
- Assist with the assembly, distribution and collection of all rehearsal and performance parts and folders
- Assist with the cataloguing and filing of music and parts
- Assist with the maintenance and updating of the music library database
- Assist with the collection, removal of all markings, repair, bundling, and shipping of all rental parts
- 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
- Knowledge of classical music repertoire
- Excellent communication skills and routinely punctual
- Excellent computer skills
- 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

Job Requirements:

- Concert attire required during concerts
- 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

