

Grant Park Orchestral Association
SEASONAL JOB OPPORTUNITY

Seasonal Support Staff: Artistic/Production Department
(Seasonal Position: on or about May 24, 2010 through August 21, 2010)

The Grant Park Orchestral Association ("GPOA") is a nonprofit organization dedicated to supporting the Grant Park Music Festival's ("GPMF") programs and priorities. GPMF is the nation's only remaining free, municipally supported, outdoor summer classical music series. GPMF is committed to providing free classical music to all Chicago residents and visitors. 2009 marked GPMF's 75th Anniversary Season. Main stage concerts are held in the performance venues of Millennium Park's acoustically superb Joan W. and Irving B. Harris Theater for Music and Dance, and the Frank Gehry-designed Jay Pritzker Pavilion, the most sophisticated outdoor concert venue of its kind in the United States.

This is an excellent opportunity for a person interested in arts management or a related discipline.

MINIMUM QUALIFICATIONS: Thorough knowledge of classical music and the ability to read orchestral scores is required. Excellent organizational, interpersonal, computer, and written and oral communication skills. Ability to work well with others, to promote a positive image, to pay close attention to details, and to be punctual. Ability to multi-task, learn and follow directions, and present information in a courteous, professional, and welcoming manner. Ability to stand for long periods of time, lift at least 20 lbs, and work evenings and weekends with a flexible work schedule. Appropriate dress and footwear are required at all times, including uniform attire during concerts. *As of the date of the application, candidates must have reached their twentieth birthday. A firm commitment for the entire season is required. Position is assigned both indoors and outdoors. Position is full-time seasonal.*

APPLICATIONS: Submit cover letter and resume to:

GPOA

c/o Seasonal Support Staff Coordinator

205 E. Randolph Street, Chicago, IL 60601

E-mail: jeff.voigt@cityofchicago.org OR Fax: 312-742-7662 - No Phone Calls Please

RESIDENCY REQUIREMENT: An applicant must be an actual resident of the City of Chicago. Proof of residency will be required at the time of application.

SALARY: \$9.00 per hour

APPLICATION PERIOD: February 1, 2010 through March 5, 2010 at 5 p.m. central time. Late or incomplete applications will not be considered.

NOTE: Applications must be submitted by the individual applicant. No second party applications will be accepted.

DUTIES: Under direct supervision, the Artistic/Production support staff will:

- Work closely with and report to the Orchestra Manager, and will provide support to the Ensembles Personnel Manager and the Artistic Coordinator
- Assist in the coordination of all rehearsal and performance logistics
- Assist in the coordination of all guest artist and conductor travel, transport and housing. This includes working closely with artist managers/handlers, airlines, limousine contractors, hoteliers, etc.
- Assist with the oversight of sponsor and in-kind goods and services for the use of artists and conductors
- Coordinate backstage access with Millennium Park security
- Assist in determining instrument rental needs, instrument maintenance
- Assist with the fulfillment of production needs for special events/projects
- Monitor contractual processes and ensure timely payment of guest artists and conductors
- Maintain and update the orchestra roster, call boards
- Assist with correspondence
- Attend to the general welfare of visiting artists and conductors
- Work in the sound booth alongside the sound engineers to provide score reading services as needed
- Assist in repertoire and artist research, and general advance work relative to future seasons
- Assist with backstage hospitality and post concert events as needed
- Perform other duties and assist with GPMF special initiatives as required

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR EMPLOYMENT.

THE GRANT PARK ORCHESTRAL ASSOCIATION, INC. IS AN EQUAL OPPORTUNITY EMPLOYER.