

**Grant Park Orchestral Association**  
**SEASONAL JOB OPPORTUNITY**

**Seasonal Support Staff: Development & Sponsorship**  
**(Seasonal Position: begins 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 75<sup>th</sup> 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, non-profit development or a related discipline.

**MINIMUM QUALIFICATIONS:** Basic knowledge of general office procedures. Excellent organizational, interpersonal, computer, and written and oral communication skills. Ability to work well with others, promote a positive image, pay close attention to details, and 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](mailto: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 Development & Sponsorship support staff will:

- Work closely with and report to the Development and Sponsorship Coordinator
- Assist with fundraising and sponsorship initiatives
- Assist with the maintenance of sponsor records, sponsorship compliance, onsite sponsorship promotions, sponsor recognition and related duties
- Assist with the maintenance and accuracy of donor records and related board prospecting efforts
- Assist with grant writing, grant research and final reporting deadlines
- Assist with the coordination of VIP events, mailing lists, Board development committee meetings
- Assist with the end of the year fundraising appeal.
- Attendance at concerts and special events is mandatory
- Perform other duties and assist with related GPMF 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.**