

Grant Park Orchestral Association
SEASONAL JOB OPPORTUNITY

Seasonal Support Staff: Front of House
(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 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: Basic knowledge of general office procedures. Basic knowledge of seating management for theater or performance venues is strongly preferred. 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. Ability to remain calm, effectively motivate people and problem solve while under pressure. Must be comfortable in very large crowds. 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 Front of House support staff will:

- Work closely with and report to the Director of Marketing and Patron Services
- Coordinate usher training, scheduling and briefing
- Assist in the coordination of volunteer training, scheduling and briefing
- Coordinate with Millennium Park and Harris Theater staffs on the setup and staging of the front of house for all rehearsals and performances
- Coordinate the creation of performance information sheets and schematics for the entire season
- Coordinate all collateral materials, signage and other pertinent items relative to GPMF performances
- This position is outside much of the time and requires a person to have a valid driver license and safe driving record. Some heavy lifting will be required.
- Perform other duties, and attend and assist with other 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.