

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

**Seasonal Support Staff: Membership**  
**(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, customer service or a related discipline.

**MINIMUM QUALIFICATIONS:** Basic knowledge of photography and 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 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 under pressure and work with very large crowds. Ability to deal effectively with people from varying social strata. 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 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 Membership support staff will:

- Work closely with and report to the Director of Marketing and Patron Services
- Foster a dynamic, satisfying and enjoyable experience for all member patrons and guests, groups, VIPs and the media attending the festival's rehearsals and performances
- Assist with order taking, processing and responds to member patrons and general inquiries about the festival
- Coordinate the maintenance and updating of the Festival's member databases
- Provide general information regarding the GPMF to the public during rehearsals and performances
- Working front of house with member patrons, their guests and the general public during performances
- Assist with front of house setup and takedown
- Assist with offsite concerts
- Assist with the dissemination of audience surveys and some fundraising efforts
- Coordination of backstage tours, VIP receptions, member parties, educational groups, etc.
- Answer the same questions over and over and over and over and over and over and over with a consistent, cheerful attitude
- Perform other duties 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.**