



Operations Assistant

POSITION

Chicago Youth Symphony Orchestras (CYSO) announces an immediate opening for a part time **Operations Assistant**.

ORGANIZATION

CYSO's mission is to inspire and cultivate personal excellence through music. We offer a continuum of programs that serve young musicians 6-18 years old through on-site ensembles, neighborhood programming, and concerts serving Chicago Public Schools students and the wider Chicagoland community. Each season, we serve 800 young musicians in weekly rehearsals and another 8,500 students and families through community programming.

CYSO is investing in the future of music and the next generation of leaders. As an organization, we foster a culture of excellence and professionalism among staff. Our team values compassion, collaboration, and an on-going desire to continue to learn as individuals and as an organization. The CYSO staff is passionate about music, young people, education, and equity.

DESCRIPTION

The Operations Assistant reports to the Director of Operations, is supervised by the Operations Manager, and works with the other Operations Assistant & Chamber Music Assistant. They provide operational support to CYSO's Symphony Orchestra (SO), Philharmonic Orchestra (PO), Chamber Orchestra (CORE), Chamber Music Program (CHM), and Composition Seminar. This position may also provide support for the Jazz Orchestra (JO).

JOB DUTIES

Duties include but are not limited to: rehearsal hall setup/breakdown; attendance tracking, reporting, follow-ups; preparing music folders; updating online rehearsal information and calendar; maintaining communication with students, parents, the Music Director, the Director of Chamber Music, all CYSO staff, Fine Arts Building staff, and partner organization's staff; assisting at CYSO concerts, events, auditions, and competitions; facilitating rental needs; engaging sectional coaches & seating audition judges; maintaining CYSO's orchestra and chamber music libraries. Other duties will be assigned on an as needed basis.

QUALIFICATIONS

The ideal candidate would possess the following qualifications:

- Ability to handle multiple projects simultaneously and meet deadline
- Attention to detail
- Flexibility
- Excellent interpersonal skills
- Ability to work independently and as part of a team
- Knowledge & familiarity with standard and new orchestral repertoire
- Familiarity with orchestral & jazz instruments & percussion
- Prior orchestral or chamber management experience preferred
- Prior orchestral or chamber library experience preferred
- Access to a personal vehicle and/or valid driver's license

REQUIREMENTS

- Bachelor's degree, BM/BA in Music preferred
- Lifting and moving of equipment up to 50 lbs
- Interest in arts/orchestra management
- Enthusiasm for working with youth and families

SCHEDULE

The Operations Assistant must be available to work Sundays (11am – 6pm, occasionally 11am – 8:30pm), and flexible times Monday, Tuesday, Wednesday, Thursday and/or Friday. This position may require Tuesdays from 1:00 - 9:00 PM for Jazz Orchestra rehearsals/concerts..

COMPENSATION & BENEFITS

Hourly pay, 30 hours a week at \$15/hour. No benefits.

APPLICATION PROCESS

Please send a letter of intent and résumé with three references via email to: Madalyne Maxwell, Director of Operations, at mmaxwell@cyso.org. Please list "CYSO Operations Assistant" in the email subject line.

No phone calls please.

*References will be contacted only after an applicant has been invited to an interview.

SELECTION PROCESS

Applications will be accepted on a rolling basis until the position is filled. Applications will be paper-screened and those exhibiting superior qualifications will be invited to an in person or video interview.

Chicago Youth Symphony Orchestras' dedication to equity, diversity, and inclusion (EDI) is inseparable from our commitment to musical excellence. We value the unique role and contribution of every member of our team and recognize the importance of a staff that reflects the experience and background of our students in order to equip them to excel as the next generation of leaders. CYSO staff regularly participate in antiracism, anti-bias, and other EDI training and actively seek candidates for all roles who are equipped and committed to furthering this work.

CYSO is an equal opportunity employer.