



# 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 serving young musicians 6-18 years old through on-site ensembles, neighborhood programming, and concerts serving students in Chicago Public Schools as well as the wider Chicagoland community. Each season, we serve approximately 800 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 work to foster a culture of excellence and professionalism among staff. Our team values compassion, collaboration, and an ongoing 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 Chief Operating Officer, is supervised by the Operations Coordinator, and works with the other Operations Assistant. They provide operational support to CYSO's Symphony Orchestra (SO), Philharmonic Orchestra (PO), Chamber Orchestra (CORE), Jazz Orchestra (JO), Chamber Music Program (CHM), and Composition Seminar.

## 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

## **REQUIREMENTS**

- Bachelor's degree, BM/BA in Music preferred, or equivalent experience
- Ability to lift, move, and set up/tear down orchestra equipment (chairs, stands, instruments, supplies) up to 50 lbs\*
- Interest in arts/orchestra management
- Enthusiasm for working with youth and families
- Proof of COVID-19 vaccine required\*\*

*\*Subject to reasonable accommodations*

*\*\*Subject to reasonable accommodations for individuals with medical conditions or religious beliefs that prevent vaccinations.*

## **SCHEDULE**

The Operations Assistant must be available to work Sundays (11am–8:30pm), Tuesdays (1:00–9:00 PM), and flexible times Monday, Wednesday, Thursday and/or Friday. Evening and weekend hours are required for concerts, events, and rehearsals.

## **COMPENSATION & BENEFITS**

Hourly pay, 30 hours a week at \$18/hour. No benefits.

## **APPLICATION PROCESS**

Please submit a cover letter, résumé, and list of three references using this form:

<https://form.asana.com/?k=HQ3OLAUBlymD7EZZRGKq7w&d=25628033582448>

ATTN: Madalyne Maxwell, Chief Operating Officer

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. We are looking to fill this position ASAP. 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. BIPOC people, trans and gender-nonconforming people, women, and people with disabilities are encouraged to apply. We recognize that individuals may require accommodations during the*

*application or interview process and are committed to providing them. Please contact Madalyne Maxwell at [mmaxwell@cyso.org](mailto:mmaxwell@cyso.org) or 312-939-2207 ext 230 to request accommodations.*