

THE CHICAGO SYMPHONY ORCHESTRA ASSOCIATION

JOB DESCRIPTION

February 2022

TITLE: Orchestra Manager, Civic Orchestra of Chicago

FLSA STATUS: Exempt

DEPARTMENT: The Negaunee Music Institute

GENERAL SUMMARY

The Orchestra Manager oversees the day-to-day operations of the Civic Orchestra of Chicago and contributes to planning of future seasons. Primary responsibilities include oversight of personnel and operations for all rehearsals, sectionals, concerts and events; leadership of annual auditions and recruitment; collaboration with the CSO Musicians who serve as Civic Orchestra Coaches; and coordination of Principal Conductor, guest conductor and guest artist schedule and hospitality.

To learn more about the Civic Orchestra of Chicago, visit cso.org/civic.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Personnel, Operations and Auditions:

- Oversee all Civic Orchestra activity including rehearsals, sectionals, concerts and other events.
- With the Director of the Negaunee Music Institute, plan the weekly schedule for the current season as well as future seasons. Contribute to artistic planning of Civic Orchestra concerts as requested.
- With input from CSO Coaches, populate and distribute the personnel roster for each concert program. Respond to absence requests and hire substitute players as needed. Ensure that Civic Members adhere to all policies and procedures per the handbook.
- With the Operations Coordinator, liaise with the CSO Stagehands on production needs for all Civic Orchestra activity.
- Hire and supervise the Civic Librarian. Ensure proper function of the Civic Library.
- Manage annual Civic auditions. Develop and lead recruitment efforts that identify new Regular Members, Associate Members and Fellows.
- Participate in select components of the Civic Fellowship program, especially projects that relate to the full orchestra.

2. CSO Coaches, Principal Conductor and Guest Artists:

- Serve as the primary contact for CSO Coaches, developing and implementing a season-long curriculum that includes sectionals, mock auditions, conversation panels, master classes and private lessons.
- Function as the primary contact for the Principal Conductor, guest conductors and soloists during rehearsals and concerts.

3. General Administration, Development and Marketing:

- Manage the annual Civic Orchestra budget.
- Prepare contracts for guest conductors and soloists. Liaise with artist managers as requested.
- Support ongoing engagement of Civic Orchestra Alumni. Serve as the staff liaison to the Civic Alumni Task Force.
- Contribute to Civic Orchestra grant proposals and reports.
- Collaborate with the CSOA Marketing Department to ensure large audiences for all Civic Orchestra public concerts and events. Give input on Marketing materials such as the annual Civic concert brochure, Front of House signage and social media assets.
- Initiate regular posting of content to the Civic Facebook page and Instagram accounts.

4. Attend Negaunee Music Institute Board and Committee meetings as requested.

5. Other duties as assigned.

CSOA is an equal opportunity employer where all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin. We value diversity and inclusion and seek to build and maintain a community and culture that celebrates and values diverse backgrounds, identities, and perspectives. We consider equivalent combinations of experience and education for jobs, and all candidates who believe they possess equivalent experience and education are encouraged to apply.

KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIRED

- At least three years of experience in orchestra personnel management.
- A Bachelor's degree or higher in music.
- Superior knowledge of orchestral repertoire.
- Exceptional written and verbal communication skills.
- Strong work ethic and a demonstrated ability to effectively manage several projects and time-sensitive deliverables simultaneously.
- A collaborative and team-oriented mindset and good sense of humor.
- Ability to speak with confidence in front of large audiences.
- Ability to work nights and weekend.

REPORTING RELATIONSHIPS

Reports to Director of Education and The Negaunee Music Institute. Supervises Civic Orchestra Operations Coordinator, Civic Library Fellow, Civic Orchestra personnel (90 Regular Members as well as the roster of Associate Members and subs), and Civic Orchestra interns.

Key contacts include: Civic Orchestra Musicians, Civic Orchestra Principal Conductor, Guest Conductors & Artists, Stage Hands, Civic Library Fellow, CSO Musicians, CSOA staff from Development, Operations, and PR/Marketing departments, donors, volunteers, area colleges and universities, and the general public.

WORKING CONDITIONS

Pleasant office environment.