



2008 / 2022 Conductor of the Year ■ 2000 / 2007 / 2021 Youth Orchestra of the Year ■ 2005 / 2015 / 2022 Programming of the Year

JOB DESCRIPTION

Position: Operations Assistant

Reports to: Operations Coordinator

Hours and Wages: This is a part-time, non-exempt position, based on a typical average of 10 hours per week. The position is hourly at \$14.00/hour and not eligible for benefits.

Work Schedule and Environment: Evening and weekend availability is required, including Sundays 12-10pm, rare Saturdays 7am-3pm, and rare weekday/weeknight hours dependent on EYSO events. The majority of work takes place at Elgin Community College (ECC), with some local travel required (St. Charles, Elgin). View the EYSO Season Calendar [here](#).

About EYSO

Since its beginnings as a small string orchestra in 1976, the Elgin Youth Symphony Orchestra has grown to a community of nine large ensembles and a thriving Chamber Music Institute (CMI). EYSO serves students from 70 Chicagoland communities and has a national reputation for providing students with an engaging musical experience and a comprehensive learning environment promoting curiosity, imagination, and critical thinking. Students explore a thematic curriculum each season—one which helps students develop artistically and technically, and prepares them for a future of complex ideas, creative risk-taking, and leadership as global citizens.

EYSO is an equal opportunity employer. We are dedicated to educating a diverse group of musicians and affirm our commitment to a community in which all students and staff are accepted as individuals, independent of ancestry, social background, race, gender, disability, sexual orientation, physical characteristics, or personal beliefs.

Summary

The Operations Assistant supports EYSO rehearsals, performances, and other events by ensuring that all classrooms, rehearsal spaces, and stage/performance spaces are set up correctly with proper equipment. May also assist with administrative tasks and other projects as assigned. No experience necessary—we value diverse backgrounds and will provide training.

Desired Skills & Qualifications

- Must be able and willing to lift up to 40 pounds
- Strong attention to detail
- Bilingual (English/Spanish) a plus
- Knowledge of performing arts (band, orchestra, choir, theater, etc.) a plus

To Apply: We encourage all interested applicants to submit a résumé via [Indeed](#).