



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 Coordinator

Reports to: Director of Membership and Operations

Supervises: Operations Assistant(s)

Hours and Salary: This is an exempt position, based on an estimated 40 hours per week. The position is salaried at \$35,000 to \$42,000/year and eligible for benefits. Evening and weekend availability is required, including regular Sunday afternoon/evenings and occasional weekday/weeknight hours. View the EYSO Season Calendar [here](#).

Work Environment: Regular weekly hours onsite at Elgin Community College (ECC) and EYSO's administrative offices (downtown Elgin, IL) are required, with moderate Elgin/Chicago-area travel. May work remotely/telecommute as projects permit.

Duties and Responsibilities

EYSO Operations Coordinators implement procedures and systems to keep all logistical aspects of EYSO rehearsals, concerts, and other events functioning effectively. The individual in this position, together with the other Operations Coordinator, will:

- Ensure that all classrooms, rehearsal spaces, and stage/performance spaces are set up correctly with proper equipment for all orchestra and chamber music rehearsals, performances, auditions, camps, tours, and other events
- Maintain inventory of EYSO-owned and rented instruments, coordinating repairs as needed
- Coordinate volunteer support for rehearsal/performance/audition activities
- Manage logistics/communications/onsite support related to all guest coachings, community performances, school day tours, and weeknight rehearsals of Honors Chamber Ensembles (HCEs)
- Support music library activities: purchasing, cataloging, and preparation of parts/scores for all orchestras and CMI/HCE groups
- Assist with office/administrative tasks as needed (photocopying, organizing, inventory of EYSO promotional materials, etc.)
- Other projects/duties as assigned

Desired Qualifications

- Knowledge of Elgin/greater Chicago-area arts education scene a plus
- Knowledge of orchestral and chamber music preferred, but not required
- Excellent written communication and planning skills
- Bilingual (English/Spanish) a plus
- Proficiency in Office 365 (primarily Outlook, Excel, Forms, and Word) preferred

To Apply: Applicants should submit a personal letter of interest and résumé via [Indeed](#). Letters of recommendation are optional but will be considered if submitted.

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.