



Summer Youth Employment Opportunity: Community Engagement Student Employee

Position Purpose and Reporting Structure.

The Community Engagement Student Employee will assist with building and strengthening relationships with key stakeholders of Elgin Youth Symphony Orchestras (EYSO). Through strategic meetings, events, and communications, the Community Engagement Student Employee will promote EYSO throughout the community, advancing the mission and goals of EYSO. This position is supported by a grant from the Illinois Arts Council Agency.

Staff Supervisor: Director of Development

Essential Duties and Responsibilities.

Upon joining the EYSO team, student employees will meet with their EYSO staff supervisor to define high-level objectives for the period of their employment. Student employees will keep a journal of daily activities, itemizing tasks in support of their objectives, documenting questions, and assessing their achievement. They will meet (at least) weekly with their supervisor to review their recorded progress, discuss ideas for enhancing/improving their day-to-day involvement with EYSO, and adjust course as appropriate to ensure a meaningful employment experience.

Ongoing weekly documentation, evaluation, and assessment will culminate in an exit interview with EYSO's Executive Director and a human resource professional. Interview follow-up will include a letter addressed to the student employee acknowledging their employment and summarizing their accomplishments on behalf of EYSO.

Specific duties and responsibilities of the Community Engagement Employee might include:

- Assist in the planning, promotion and execution of community events
- Assist the development director with fostering relationships across the community by attending meetings and events on behalf of EYSO
- Support internal and external communications to promote awareness and cultivation of new community partners
- Daily development support including campaign assistance, donor acknowledgements, grant research, and database upkeep

Requirements.

This position is available to high school students, including recent high school graduates who have not yet entered college, who can commit up to 20 hours weekly beginning June 2023 and continuing through the last week of August/first week of September. The successful candidate will possess:

- Excellent written and verbal communication skills
- Impeccable attention to detail

- Solid organization skills
- Curiosity and self-initiative
- Ability to research given topic, sort through and distill pertinent facts, and present findings succinctly and clearly
- Basic computer skills
- Passion for performing arts environment
- Flexible work schedule

Work Environment

Home base for activities will be the EYSO administrative offices located in downtown Elgin, IL. The Community Relations Student Employee may occasionally travel to accompany EYSO staff to meetings and events with key stakeholders. Depending on the job assignment some work may be done remotely/at home. Occasional nights and weekends will be required.

Compensation: \$13.00/hour

Student Benefits.

EYSO operates a full season of music education and performance for nine ensembles and a thriving Chamber Music Institute, with a staff of six full-time professionals. Student employees are immersed in the full workings of the organization, and quickly become valuable members of the team with important – and varied – work to accomplish. Regardless of their official job description and focus, EYSO student employees benefit from a comprehensive, behind-the-scenes glimpse of what it takes to operate a mid-sized performing arts organization. Additionally, they will witness the personal interaction and teamwork skills required to efficiently and effectively manage all operational, communication, and financial aspects of running an organization with a lean staff, a valuable life lesson they can take with them as they venture beyond their high school experiences.

How to Apply.

Provide a cover letter that 1) explains why you are interested in this position, 2) states why you are the ideal candidate, and 3) addresses how this position advances your short and long-term educational and career objectives. Attach a one-page resume that highlights any prior work experience, organization memberships, community volunteerism, and leadership positions.

The deadline to apply is Friday, May 12, 2023.

Submit all application materials to jobs@eyso.org.