



Summer Youth Employment Opportunity: Communications & Operations Student Employee

Position Purpose and Reporting Structure.

The Communications & Operations Student Employee will assist with planning, development, and operations of a season of EYSO music education, rehearsal, and performance, and will contribute to a variety of communications with key audiences of EYSO. This position will have the extraordinary opportunity to observe and learn key aspects of producing and promoting a musical season of excellent education and performance. This position is supported by a grant from the Illinois Arts Council Agency.

Reports To: Director of Membership & Operations and Marketing/Communications Coordinator

Essential Duties and Responsibilities.

Upon joining the EYSO team, student employees will meet with their EYSO staff supervisor(s) to define high-level objectives for the period of their employment. Student employees will keep a journal of their EYSO daily activity, itemizing tasks in support of their objectives, documenting questions, and assessing their own sense of achievement. They will meet (at least) weekly with their supervisor(s) 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 Communications & Operations Student Employee might include:

- Preparing sheet music and music folders for over 300 student musicians
- Assisting with music library cataloging/digitizing and photo/video organization
- Researching the history and cultural implications of the 2023-24 season of music
- Preparing copy for student/parent email blasts, donor/community newsletters, press releases, social media, EYSO.org, and more
- Assisting with set-up, registration, and operation of EYSO's Tour Send-off Concert, Summer Chamber Music Camp, Fall Camp, Honors Chamber Ensemble Retreat, and Season Kick-off meeting and first 2023-24 rehearsal

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 in June 2023

and continuing through the last weeks of August/first weeks of September. The successful candidate will possess:

- Excellent organization skills
- Excellent written and verbal communication skills
- Curiosity and self-initiative
- Ability to research a given topic, sort through and distill pertinent facts, and present findings in a way that informs decision-making
- Passion for performing arts
- Self-motivation in a fast-paced environment
- Ability to lift 25 lbs or more and stand for long periods of time

Prior experience with high school/community performing arts productions is highly desirable.

Work Environment.

Home base for activities will be the EYSO administrative offices located in downtown Elgin and Elgin Community College – EYSO's home for auditions, rehearsals, and performances. The Communications & Operations Student Employee's time will be split between the two spaces. The Communications & Operations Student Employee may occasionally travel off-site to EYSO activities as needed and able. Dependent on the job assignment some work may be done remotely/at home.

Compensation: \$13.00/hour

Student Benefits.

EYSO operates a full season of music education and performance for six large ensembles and several smaller ones with a team of six full-time professionals. Student employees are immersed into 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. In the words of a 2019 EYSO student assistant, "The hands-on experience gave me a true taste of the profession that I am pursuing...the skills that I gained will be used for a lifetime."

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) 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.