



Summer Youth Employment Opportunity

Position Purpose and Reporting Structure.

The Student Employee plays a vital role within Elgin Youth Symphony Orchestras (EYSO), contributing to all facets of its operations, communications, development, community engagement, and administration. The Student Employee will assist in building and strengthening relationships with key stakeholders, while also contributing to the planning, development, and operations of EYSO's music education, rehearsal, and performance season. The Summer Employee will also assist in communicating to a diverse audience through a number of different channels. EYSO's Student Employee acts as an ambassador for the organization, promoting EYSO throughout the community and advancing the mission and goals of the organization. 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.

Specific duties and responsibilities of the Summer Employee might include:

- Assisting the development director with fostering relationships across the community by attending meetings and events on behalf of EYSO
- Designing graphics for upcoming EYSO events
- 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 2024-25 season of music
- Preparing copy for student/parent email blasts, donor/community newsletters, press releases, social media, EYSO.org, and more
- Assisting with Auditions, Summer Chamber Music Camp, Fall Camp, Kane County Cougars Game, Honors Chamber Ensemble Retreat, and more
- 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 2024 and

continuing through the first week of August (with the opportunity to work through mid-September based on availability and organizational needs). 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
- Self-motivation in a fast-paced environment
- Ability to lift 25 lbs or more and stand for long periods of time

Work Environment

Home base for activities will be split between Elgin Community College and EYSO's satellite office located in the offices of Elgin Symphony Orchestra in downtown Elgin, IL. The EYSO Student Employee will occasionally travel to accompany EYSO staff for events or meetings. Depending on the job assignment some work may be done remotely/at home. Occasional nights and weekends will be required.

Compensation: \$14.00/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 Wednesday, May 8, 2024.

Submit all application materials to jobs@eyso.org.