



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

JOB POSTING: Chamber Music Institute Director, Elgin Youth Symphony Orchestras

TITLE: Chamber Music Institute Director

REPORTS TO: Artistic Director

HOURS AND SALARY: This is an exempt position based on an estimated 20 hours per week, with the understanding that hours in any given week will vary with the arc of the season to accommodate this. The position is salaried (\$23,000-\$26,000) and is eligible for PTO but no other benefits. Work is largely independently, with a flexible schedule outside of regularly scheduled rehearsals (typically Sundays during the academic year) and meetings.

WORK ENVIRONMENT: Hybrid, with some regular weekly hours onsite at EYSO's administrative offices at Elgin Community College (ECC) as needed for rehearsals, concerts, and other events and the remaining hours remote.

SUMMARY

The Chamber Music Institute (CMI) Director is responsible for a program of approximately 15-20 chamber ensembles, including the Honors Chamber Ensembles. The director maintains a wide knowledge of chamber ensemble repertoire for young players, as well as pedagogy for teaching the musicianship needed for chamber playing. The overall duties of the position include logistical planning, communication with CMI students, families and coaches, and ultimately assuring the education of students in the Chamber Music Institute.

The CMI Director understands the Comprehensive Musicianship through Performance (CMP) Model and uses it to guide choices of quality repertoire, analyze it, focus outcomes, plan strategies, and assess. The director oversees CMI coaches, is the main point of contact for Honors Chamber Ensembles (HCEs), directs the Summer Chamber Music Camp (SCMC), and works with EYSO staff to coordinate artistic, pedagogic, and administrative elements.

PRIMARY DUTIES AND RESPONSIBILITIES

The CMI Director works collaboratively with the Artistic Director and operations team in three broad areas of responsibility: CMI, HCEs, and SCMC.

CMI

- Recruit students to CMI.
- Place students in groups appropriate to their ages, playing abilities, learning styles, and personalities.
- Work with the Operations Coordinator to finalize the rehearsal schedule.
- Hire and oversee coaches for groups, both from within the current CMI coaches pool and from outside as needed.
- Guide coaches in the CMP model as it relates to EYSO philosophy and season themes.
- Serve as a resource for coaches as they learn about their ensembles, select repertoire, and communicate with their students over the semester.
- Secure substitute coaches as needed. The CMI director may serve as a substitute coach as needed at the regular coaching rate.
- Manage CMI concerts, including overseeing program production and communicating content/order to the graphic designer. Organize dress rehearsal and day-of-show, in collaboration with operations coordinator.
- Coach one CMI ensemble per semester. (Included as part of the salary—additional may be added at the regular coaching rate when appropriate.)

HCEs

- Manage HCE auditions/interviews and deliberations.
- Plan and run HCE retreat.

- See to the artistic growth and well-being of each group throughout the year by staying in communication, as well as scheduling guest coachings, masterclasses, performances, and monitoring the budget.
- Provide necessary information to operations team for scheduling school day tours, and serve as the point person for student contact.
- Coordinate HCE schedules and presence of EYSO staff/volunteers at HCE events.

Summer Camp

- Develop overall weekly schedule and vision.
- Coordinate with guest coaches, teachers, and directors.
- Develop concert program (as for CMI concerts).
- Assist in visibility and recruitment.
- Be point of contact and on-site manager during summer camp.

Additionally, the CMI director will:

- Participate in the annual “EYSO Board Visits Rehearsal” Sunday including attending part of the shortened board meeting, if possible.
- Use good communication skills with students, parents, and staff.
- Communicate regularly with students and coaches via email.
- Work with staff to run auditions in June (typically four days). Help with placement.
- Help generally with recruitment through area school and private teachers.
- Collaborate with Artistic Director and staff on concert planning, curricular theme, program objectives and policies, etc.
- Attend annual Artistic Retreats (single day in May or June, single evening in December or January).
- Articulate the EYSO educational philosophy in the broader community and music education community, and establish strong relationships with area studio teachers and school music directors.

QUALIFICATIONS

- Bachelor’s degree in music, education, arts administration, or a related field
- Chamber music and orchestral performance experience
- Expertise in instrumental pedagogy, particularly strings
- Ability and willingness to leverage and/or build networks of musical collaborators across Chicagoland
- Project management skills, and ability to juggle multiple projects and timelines
- Strong written and verbal communications skills for operational clarity and artistic/organizational leadership

ABOUT EYSO

Since its beginnings as a small string orchestra in 1976, the Elgin Youth Symphony Orchestras 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.

In addition to four large ensemble concerts and two chamber music recitals each year, EYSO’s events and programs include a Summer Chamber Music Camp, Fall Camp for enrolled students, community performances by Honors Chamber Ensembles, recruitment tours to area schools, special events, weekly rehearsals, and more.

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.

To Apply: please submit a resumé and cover letter to Artistic Director Matthew Sheppard (msheppard@eyso.org). Review of applications begins on July 10th; applications are reviewed on a rolling basis until the position is filled.