



# CHICAGO PHILHARMONIC

**POSITION TITLE:** Production Assistant

**DEPARTMENT:** Operations

**REPORTS TO:** Artistic Operations Manager

**CLASSIFICATION:** Part-Time As Needed

**PAY:** \$18/hr

**LOCATION:** In-Person Attendance at Rehearsals and Performances As Needed

*This position is staffed on an as needed basis, depending on the anticipated parameters of an engagement. While availability will be gauged far in advance, a Production Assistant may be called the week that a show is scheduled.*

## **Responsibilities**

### **Production Coordination**

- Assist the Artistic Operations Manager in executing comprehensive production plans for all concerts and events
- Assist in production logistics, audio, audio and video recording, and/or lighting— audio experience a plus
- Assist with load-in, set-up, and tear-down, and any other logistical on-site needs
- Address musician questions and requests while on-site
- Ensure that all equipment has been taken inventory of during load-in and load-out

### **Community Engagement Summer Programs**

- Assist with Load-in/load-out at both the Chicago Philharmonic office and venue
- Assist with set up and tear down at performance site
- Assist other team members as needed

### **Guest Artist Logistics**

- Coordinate guest artist travel and logistics; ensure fulfillment of guest artist contractual obligations
- Act as on-site liaison for guest artists

### **Other Duties**

- Assist with occasional basic music library work
- Assist other departments as necessary
- Other duties as assigned



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## Skills

- 1 year of experience working in either a production or administrative role in an arts organization preferred
- Knowledge and experience with audio engineering a plus
- Stagehand experience a plus
- Knowledge of classical music, with ability to read scores; knowledge of the orchestral repertoire and industry is a significant asset
- Excellent written and verbal communication necessary

## Qualifications and Requirements

- Ability to follow through on delegated tasks from Operations Manager
- Ability to read through and understand a production packet for a concert, including stage plots for setup
- Diplomacy, discretion, and integrity are essential
- Ability to attend the Society's rehearsals and performances as needed
- Organized and detail-oriented with strong time management skills; ability to make quick decisions in high-pressure situations
- Flexibility to work early mornings, late evenings, and weekends throughout the Chicago area
- Comfortable with engaging with musicians, conductors, and venue partners as needed
- Comfortable with a fast-paced work environment
- Comfortable with working in both indoor and outdoor environments concert setups.
- Ability to lift and carry up to 50 pounds, climb stairs, work at heights if required
- Driver's License a plus
- Job Type: Part-Time, Temporary (on a concert-need basis)

## Pay Scale

\$18/hr

## To Apply:

Please send a resume and cover letter to [apply@chicagophilharmonic.org](mailto:apply@chicagophilharmonic.org). The subject line of the email should say "Production Assistant Application: [Your Name]". We will not review applications submitted without a cover letter.

*Chicago Philharmonic is an equal opportunity employer, and we provide the same opportunities for hiring, advancement, and benefits to everyone without discriminating due to age, sex or gender, sexual orientation, ethnicity or nationality, religion, disability, and medical history.*

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