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JOB ANNOUNCEMENT

Chicago Sinfonietta, the nation's most diverse orchestra, has an exciting open position for a Director of Audience & Community Engagement

Chicago Sinfonietta, a professional orchestra with a mission of equity, diversity and inclusion, seeks a full-time Director of Audience & Community Engagement for immediate hire. Through high artistic standards and a cutting-edge mix of guest artists, Chicago Sinfonietta has been carving its path for over 34 years. Music Director Mei-Ann Chen leads the orchestra to gather diverse talent and sounds from all over the world to redefine what you expect from a symphony. Dubbed "the city's hippest orchestra..." by the Chicago Tribune, we're pushing the envelope even further now, creating completely innovative experiences that you can hear, feel, and see.

THE OPPORTUNITY

Chicago Sinfonietta is seeking to fill this new yet critical position on its team to further the organization's work championing equity, diversity, and inclusion by creating community through bold symphonic experiences. This is a unique opportunity to work alongside one of today's most dynamic, forward-looking organizations, within an environment of support and innovation. The Director of Audience & Community Engagement is responsible for planning, developing, administering, and evaluating programs that increase and enhance the public's access to, understanding of, and engagement with Chicago Sinfonietta. Primary duties involve the management of patron relationships and community programs & affairs.

70 EAST LAKE STREET SUITE 1430 CHICAGO, IL 60601

www.chicagosinfonietta.org | Championing diversity, equity, and inclusion by creating community through bold symphonic experiences.

Position Title: Director of Audience & Community Engagement

Status: Full-Time, Exempt

Reports to: Chief Executive Officer

Supervises: Resident Orchestra Project Manager, Project Inclusion Manager,
Manager of Education Programs, contracted staff, interns

Duties and Responsibilities: Community Engagement

- Prepare and execute a comprehensive audience and community engagement plan that enhances the depth and reach of Chicago Sinfonietta. Develop and oversee programs that connect a broad and diverse audience to symphonic music, ensuring all ages, races, ability levels, and social-economic backgrounds have an accessible path to the organization. Enhance existing programs and develop new ones that focus on CS' key target areas: youth education, adult education, health and wellness, and the geographic expansion of access to symphonic music throughout our region and the State of Illinois.
- Identify, establish, and nurture strong collaborative relationships with external partners in and outside of Chicago, including educators, community non-profit organizations, performance venues, and local artists. Coordinate program development, oversee implementation, prepare agreements, process invoicing, and foster effective communication.
- Oversee curriculum design, program creation, script-writing, and workshops with the assistance of the Music Director, musicians, artistic staff, and partners.
- Build a strong relationship with CS musicians. Oversee all musician Audience & Community Engagement services. Ensure scheduling and service conditions fall within the parameters of the Master Agreement.
- Continuously monitor and evaluate existing and new Audience & Community Engagement programs. Compile, maintain, and report metrics, measurements, statistics and impact. Recommend areas for improvement, enhancement, or discontinuation.
- Be a strong internal partner. Work closely with development officers to help identify, align, and fulfill funding opportunities for Audience & Community Engagement programs. Accompany fundraising staff on solicitation and stewardship calls as appropriate. Work closely with the marketing department on the creation of Audience & Community Engagement collateral, including brochures, newsletters, study guides, and advertisements. Write and edit copy, and ensure program information is accurately communicated in traditional media, social media, and on the CS website.
- Work closely with the patron services department on the development and implementation of Front of House activities.
- In partnership with the Chief Financial Officer and Program Managers, prepare the department budget and once approved by the Board, ensure the CS operates within that budget. Create project reports, reconcile discrepancies, explain variances, and implement changes as

necessary. Manage the procurement and inventory of supplies, materials, and services necessary.

- Serve as a member of senior leadership, assisting the CEO in setting institutional policy, procedures, and long-term strategic planning. Attend meetings of the Board of Directors and its committees as assigned. Represent the Chicago Sinfonietta in the community and industry.

Duties and Responsibilities: Audience Engagement

- Coordinate group sales, student tickets, education tickets, complimentary tickets, auction requests, and other discount ticket programs including exchanges, donations and gift certificates.
- Manage BRIDGE (audience engagement activities/community partnerships pre-concert and during intermission)
- Process incoming subscriptions/memberships for Chicago Sinfonietta
- Assist with the mailing of renewal notices, tickets, and other correspondence with patrons.
- Assist with various printing needs for customer service fulfillment; i.e. ticket stock, envelopes, etc.
- Maintain accurate and up to date subscriber/membership files, show files, and performance show sheets. **Assisting the Director of Marketing and Patron Services*
- Assist in developing and managing all ticketing policies and procedures including the annual subscription campaign as well as new sales promotions.
- Assist in the proof reading of all marketing materials related to ticket sales including print ads, flyers/brochures, order forms, audience magazine, etc.
- Represent Chicago Sinfonietta at all ticketed events and act as liaison to the performance venue.
- Assisting the Director of Marketing and Patron Services as needed
- Perform other duties as assigned, requested, or needed.

About Our Programs

Project Inclusion Freeman Fellowship

We are dedicated to changing the face of classical music; Project Inclusion is the program to make this change possible. Created by our founder Paul Freeman, Project Inclusion is our groundbreaking program where talent and mentorship converge to develop diverse and emerging musicians, conductors, and administrators on and off-stage.

Residents Orchestrate Project

Designed to bring the Sinfonietta experience to communities in the Chicagoland area that might not otherwise experience them due to economic, social, geographic, or other barriers. Through this program, Chicago Sinfonietta intends to build partnerships that foster genuine collaboration to create performances, classes, volunteer opportunities, and more.

Audience Matters

Through partnerships with more than 23 CPS schools and 9 Aurora schools, Audience Matters instills a love of music in young people all over Chicago and the Western Suburbs. Through a combination of school visits, performances, student assessment, and field trips, this season-long program results in students who are not otherwise exposed to musical education developing an appreciation for and understanding of classical music.

SEED

Students in Chicago Sinfonietta's SEED program receive highly individualized instruction from CS musicians with a love for teaching and a dedication to instilling skills the talented young musicians in the program need to succeed, including technical skills, music history, and a love for the art.

BRIDGE

An initiative to provide active experiences spiraling from Chicago Sinfonietta's thematic concert programming. BRIDGE was established to break social, racial, and economic barriers within the symphonic experience and to bridge audience members with the surrounding community.

Brand Ambassador

As a brand ambassador for the Sinfonietta, you become an extension of our network, a member of our family, a teammate.

SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING QUALIFICATIONS

- Familiarity with classical music, EDI, music education, and the entertainment industry.
- Preferred availability to work nights and weekends and overtime as required
- High level of reliability, flexibility, and maturity.
- Ability to establish credibility with a variety of individuals at all levels.
- Interpersonal communication skills, with the ability to work with diverse personalities.
- Ability to organize effectively and work independently.
- Ability to deal discreetly with artists, staff, and sensitive information is essential.
- Ability to deal effectively with a large amount of detail.
- Track record of meeting and exceeding revenue goals
- Experience working directly with donors/customers
- Demonstrated collaborative skills with all levels of staff, prospects, volunteers and donors
- Demonstrated excellence in verbal and written communication skills
- Ability to initiate and follow-through on opportunities to engage various stakeholders

The Chicago Sinfonietta offers a comprehensive salary and benefits package commensurate with experience and in line with similar positions of this scope with similar-sized orchestras in the country and Chicago cultural institutions

Applications will be considered on a rolling basis. To apply, please submit a CV, resume, and salary requirements to Noah Cline, Executive Assistant to the CEO, at ncline@chicagosinfonietta.org