



Surrounding Our Community With Music

DuPage Symphony Orchestra Position Opening

The DuPage Symphony currently has a Contract Position open for Managing Director under the direction of the President of the Board of Directors. This is a Part-time (approximately 30 hours per week) position and pays a competitive hourly rate.

The incumbent is responsible for the day to day operations of the DSO office and serves as project manager in the areas of Ticket Sales/Patron Services and Outreach Programs. In addition, the Managing Director supports the DSO Board and collaborates with the DSO Development Director and Music Director/Conductor in the development and execution of fundraising, marketing and audience expansion and retention strategies.

Position Requirements:

- 2 years project management experience with strong administrative skills and attention to detail
- Experience using MS Office (WORD, EXCEL and ACCESS) with demonstrated expertise in database entry and reporting.
- Knowledge of Constant Contact, Eventbrite, and Instant Encore is desirable, but not required.
- Strong communications, organizational and interpersonal skills; ability to prioritize tasks and work independently
- Bachelor's Degree preferred
- Previous not-for-profit (NFP) experience preferred
- Interest and knowledge of music and/or performing arts industry desirable

Please submit your resume and cover letter to: friends@dupagesymphony.org