

Dear Applicant,

Thank you for your interest in the Elgin Symphony Orchestra **Principal Viola** audition. Auditions for this position will take place on Monday, August 5, 2024.

To secure an audition spot, please email your resume to <u>auditions@elginsymphony.org</u>. Additionally, an audition deposit of \$50.00 is required from all candidates in order to hold your place in the audition process. This must be received on or before Monday, July 22, 2024, for you to participate in the audition. A confirmation email with the audition booklet as well as your specific audition block will be sent to you once the deposit has been received.

Please note that all auditions will take place in-person in Elgin, IL.

Checks should be made payable to <u>Elgin Symphony Orchestra</u> in US dollars. This deposit check will be returned when you arrive for the audition.

Please mail your deposit check of \$50.00 with your name and instrument on the memo line to:

Elgin Symphony Orchestra Attn: Auditions 20 DuPage Ct Elgin, IL 60120

In the event that you should need to cancel, you must contact us via email (auditions@elginsymphony.org) no later than Monday, July 29, 2024. Otherwise, we will be unable to refund your deposit. We respectfully ask that you submit an application only if you are serious about attending.

Upon receiving required materials, including resume and deposit, all further correspondence and confirmation will happen via email. If you have submitted a deposit check via mail and have not received confirmation from us after two weeks, please contact us via email or call the main office (847-888-4000).

Sincerely,

Greg Heintz Personnel Manager, Elgin Symphony Orchestra