

PALM BEACH OPERA

Job Title: Artistic Administration Manager
Reports to: Director of Artistic Administration
Classification: Full-time, exempt

Palm Beach Opera is committed to diversity, equity, and inclusion in all facets of the organization, and is an equal opportunity employer that does not discriminate based on race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation, gender identity and expression, disability, military service and veteran status, or genetic information.

Palm Beach Opera seeks an **Artistic Administration Manager** to begin full-time work in summer 2022. This position will support the Director of Artistic Administration in the planning and implementation of all artistic activities, encompassing three mainstage productions and the three-tiered artist development program that includes the Benenson Young Artist Program, Bailey Apprentice Program, and PBO Studio. The Artistic Administration Manager will also support the Director of Production & Facilities, manage a seasonal Artistic & Production Assistant, and work collaboratively with all other departments. The ideal candidate will be highly-organized, meticulously detail-oriented, and a creative problem solver with excellent communication skills.

Essential Duties and Responsibilities

Artistic Planning & Scheduling

- Develop long-range rehearsal plans for each mainstage production in collaboration with stage director, conductor, and production stage manager.
- Create and manage the daily rehearsal schedule, coordinating requests of production staff, music staff, and development and marketing teams.
- Assign Young and Apprentice Artists to concert events in collaboration with Director of Artistic Administration, overseeing all production logistics and music needs for performances, and ensuring that all assignments are given sufficient rehearsal time in advance.

Contracting & Administration

- Prepare and issue all artistic and production department contracts, including principal artists, Young and Apprentice artists, chorus, orchestra, supers, music staff, production staff, and guest faculty. Serve as company liaison for partnerships with children's chorus and dancers.
- Prepare visa applications and supporting documentation for international artists, coordinating as necessary with national lawmakers' offices and State Department to ensure that applications are approved in time.
- Communicate editions and cuts, and manage the return of tax forms, employment verifications, measurements, and promotional materials.
- Manage artistic and production payroll and expense reporting, and assist with department budgeting.
- Manage and edit all artistic content for the program book, printed programs, and website, including biographies, synopses, personnel listings, program notes, and repertoire.
- Procure supertitles, ensure clarity and accuracy of translations, and supervise titles operator.
- Administer ArtsVision and enter and update production information. Maintain music library, company database, production files, and archival records.

Artist Services

- Manage all artistic and production housing needs, including coordination of hotel reservations, negotiation of seasonal leases, and preparation of tenant applications.
- Oversee artist services, including booking of flights and rental car reservations, welcome bags, receptions and catering, comp tickets, and cast gifts.

Auditions

- Plan and manage the annual audition processes for the Benenson Young Artist Program and Bailey Apprentice Program, PBO Studio, PBO Chorus, PBO Orchestra, and principal artists, including all logistics, marketing, and artist communications.

Qualifications and Requirements

- Must have the ability to work flexible hours, including extended hours, evenings, and weekends.
- A background in the opera industry and knowledge of repertoire is required.
- Ability to establish priorities and multitask, with strong organizational and creative problem solving skills, and meticulous attention to detail.
- Excellent verbal and written communication skills, and the ability to interact with a wide range of personalities.
- Discretion with confidential and sensitive information.
- Knowledge of computerized information systems and their application, including Microsoft Outlook and Microsoft Office. Familiarity with ArtsVision or similar programs is an advantage.
- Access to reliable transportation.

Compensation

- The salary range for this position is \$55,000 to \$65,000 annually, depending on experience.

This job description is not necessarily an exhaustive list of all responsibilities, duties, skills, requirements, or working conditions associated with the job. While this listing is intended to be an accurate reflection of the current job, the company reserves the right to revise the job or to require that other or different tasks be performed or assigned.

Please forward your cover letter and résumé in pdf format to: pbohr@pbopera.org. Please address communications to James Barbato, Director of Artistic Administration.

ABOUT THE COMPANY

Palm Beach Opera is dedicated to producing live opera at an international standard of excellence, to enriching the life of the communities it serves with a diverse offering of educational programs, and to training the next generation of opera stars. Founded in 1961, the fully professional Palm Beach Opera presents mainstage performances at the Kravis Center for the Performing Arts in West Palm Beach. Following the success of the company's internationally-recognized outdoor Festival season during the height of the pandemic, and a celebrated return to indoor performances for this year's 60th Anniversary season, Palm Beach Opera's exciting 2022-23 season will include *Madama Butterfly*, *Così fan tutte*, and *Falstaff*.