

ARTIST RELATIONS AND SPECIAL PROJECT ASSOCIATE

The Dallas Opera is currently recruiting an Artist Relations and Special Project Associate to work closely with the Head of Artistic Operations to support the artistic planning operations of The Dallas Opera.

Position Reports to: Head of Artistic Operations (HAO). Collaborates with other Seniors members of the artistic team including General Director and CEO (GD-CEO), Music Director (MD), Chorus and Artistic Planning Manager (CAPM), Casting and Institute of Women Conductors Manager (CIM) and Director of Production (DP)

Responsibilities:

- Provide executive assistant support e.g. coordinating reservations, travel arrangements, accommodations, conference calls as requested by the MD and HAO.
- Request materials from artists, managers, PR agents and publishers and distribute to the departments needing information (e.g. artist bios, measurements, head shots)
- Maintain and update audition and artist data base
- Support the application process and operation of the Hart Institute of Women Conductors, Vocal Competition, Titus Art Song Series, Concerts, Music and Masterpieces series, as well as for PR, Board and fund raising events
- Support the Artistic Department contracting process including fill out contract and check request forms, and submitting to the Contract Associate
- Assist the Chorus and Artistic Planning Manager with artists' housing and local transportation
- Maintain Music Director Calendar and daily/weekly schedule
- Complete expense reports for Music Director
- Create duty roster for the distribution of artists payments e.g. delivering performance fee checks to artists on performance days
- Ensure that all correspondence and documents are prepared accurately and distributed in a timely manner
- Other responsibilities as requested

Personal Characteristics:

- Team player; co-ordinates activities frequently with other departments
- Explores multiple options before action
- Open minded and flexible
- Calm under pressure
- Attentive to detail
- Multi-Tasker

Other requirements:

- Able to work nights and weekends during performance season
- Proficient in Microsoft Office and the use of databases

Start date:

- As soon as candidate is available

Compensation:

- Commensurate with experience. Relocation assistance available
- This is a non-exempt position. The Dallas Opera's regular work hours are 9:00 a.m. (prompt) to 5:00 p.m. and include a one-hour unpaid lunch period. Hence, the regular workweek contemplates a 35-hour work schedule. Overtime pay will be applicable should hours exceed 40 for the workweek. TDO's workweek begins Monday and runs through the end of the day on Sunday. Required overtime will be paid on the basis of a fluctuating work week. This policy is intended to address the varying work hours many TDO employees work during the season and throughout the year.

To apply: Please e-mail cover letter and resume to recruitment@dallasopera.org