



## **DIRECTOR OF OPERATIONS**

As of March 23, 2021

### **Responsibilities:**

Reporting to the General Director and CEO of The Dallas Opera (TDO), the Director of Operations is responsible for overseeing the departments of Artistic, Production/Technical, Digital Stage and Artist Development, Rehearsal and Planning, and the Karayanis Rehearsal Production Center. In addition, the Director of Operations will be a lead figure in union negotiations (AFM, AGMA, and IATSE) and will negotiate key artist and creative contracts for mainstage productions with direction from the General Director, Music Director, and Artistic Consultant.

The Director of Operations will work closely with other members of the senior staff including the Chief Advancement and Strategy Officer, Director of Education, Director of Information Technology, Director of Development, Director of Marketing, Sales, and Patron Services, Director of Accounting, Director of Financial Planning and Analysis, and members of the finance department.

### **Specific duties will include:**

- With support from the various Operations Administrators, the Director of Operations will:
  - oversee the Operations budget;
  - oversee visa needs and applications;
  - oversee artist travel and housing, payments;
  - issue orchestra, chorus, and production staff rosters, contracts, and payroll
  - enact the necessary strategies, plans, and auditions for Artist Development, i.e.: Hart Institute for Women Conductors and Vocal Competitions, as defined by General Director, Music Director, Artistic Consultant, and Chief Advancement and Strategy Officer
- Bi-weekly planning meetings with General Director, Music Director, and Artistic Consultant to secure/contract key artists and creatives, i.e.: principal singers, conductors, directors, choreographers, music staff, and other key roles including designers and assistants.
- Working closely with general director on co-production possibilities and contracting.
- Leading weekly meetings with all Operations departments.
- With Artistic Consultant and General Director: developing contingency plans for artist indispositions.

- With Artistic Coordinator: prioritizing and coordinating audition trips and associated travel.
- Researching future production specs with the technical director
- Lead reviews of the production staff
- Preparation for and participation in AFM, AGMA, and IATSE collective bargaining negotiations as they occur.
- With Director of Education and General Director: audition and cast roles for all education performances including community engagement events.
- Attend all major staging rehearsals, dress rehearsals, and performances.

## **Candidate Qualities:**

### Leadership

- Possess the administrative acumen to help implement the programming of a world-renowned opera company, including the new and exciting digital stage.
- Foster an environment of growth, belonging, equity, and inclusion.
- A highly communicative team player with relationship-building skills, and personal presence that inspires trust, confidence, accuracy, and accountability.
- Thinks in terms of total systems with an ability to anticipate both short-term and long-term needs.
- Shapes and motivates staff, cast, and all production members, as well as volunteers; possesses the ability to unite a diverse group of individuals behind a common cause and sense of belonging.
- Delegates effectively to a team of competent professionals while nonetheless retaining ultimate accountability for meeting objectives.

### Skills and Knowledge

- Thorough working knowledge of – and passion for – opera, repertoire, and the opera industry.
- Familiarity with social media, creating new content, media rights in general.
- Comfort working in an international, multi-lingual arena.
- Highly organized with attention to detail and deadlines.
- Ability to re-prioritize calmly and effectively in high-stakes situations.
- Computer proficiency including Microsoft Office Suite.

### Personal Traits

- Optimistic, meticulous, persistent
- Genuine, trust-worthy, collaborative
- Mature, compassionate, and highly perceptive
- Innovative, flexible, and quick-thinking
- Good humored

## **Other Considerations**

Compensation

Competitive salary

Benefits

Benefits include health, vision, and dental insurance, vacation time, no-cost parking,

Education

Bachelor's degree recommended

Location

Dallas, Texas

Website

dallasopera.org

Travel

As necessary to maintain a robust awareness of the field of opera, its key players, and untapped potential.

The Dallas Opera values diversity in the workplace and is committed to creating an equitable and inclusive work environment where employees are treated with dignity and respect. The Dallas Opera is an equal opportunity employer and maintains a policy of non-discrimination with all employees and applicants for employment. This position will remain open until a diverse and qualified pool of candidates has been identified. Applications from populations underrepresented in the arts are strongly encouraged to apply.

To apply, please send 1) a cover letter no longer than two pages and 2) resume to [executive@dallasopera.org](mailto:executive@dallasopera.org), using the subject line "Director of Operations." Please send Word or PDF file only.

No phone calls please.