ARTIST SERVICES COORDINATOR

Position Description
The Dallas Opera’s (TDO) Rehearsal and Artist Services Associate reports to the Rehearsal and Planning Manager and serves as part of the Rehearsal Department under the Operations Department. As a representative of TDO to all guest artists, they manage the requirements and requests of all artists before and during the production process.

Responsibilities
Rehearsal Department
- Assist in maintaining Rehearsal Department communications through daily schedules, departmental reports, artist itineraries, contact sheets, etc.
- Administer all internal communications and documents regarding travel and housing information, visa statuses, airline miles budget, etc.
- Represent the Rehearsal Department at assigned events, rehearsals, and performances.
- Track receipts and balance Rehearsal Department Concur.
- Annually assess TDO’s travel and housing relationships and resources.
- Other job-related duties as assigned.

Artist Services
- Arrange all travel and housing accommodations for visiting artists including air travel, car rentals, hotel reservations, long-term housing, and donor housing in accordance with artist contracts and union agreements.
- See to any artist needs during production such as doctor appointments, comp tickets, cast parties, donor events, and city information.
- Coordinate parking and badge needs for seasonal staff and visiting artists.
- Processes visa applications for international artists including gathering information, filing visas, tracking statuses, filing reports, and maintaining accurate archives.
- Assist with supernumerary and actor auditions as needed.
- Serve as the primary contact and manager for all productions’ supernumeraries once hired.
- Administer all opening night gifts.
- Procure artist hospitality supplies.
**Candidate Qualities**

**Traits and Characteristics**
- Strong organizational skills and the ability to work independently as well as in a team environment.
- Exercise good judgment, show initiative, and handle sensitive data in a trustworthy manner.
- Excellent verbal and written communication skills.
- Interest in positive interpersonal interaction, openness to diverse work situations, and sense of humor strongly encouraged.

**Skills and Knowledge**
- 1-2 years of experience in production, artist services, and/or administration within a performing arts organization
- Must be able to work a flexible schedule, including daytime, weekends, and late nights.
- Must have a valid driver’s license and have access to an operating vehicle
- Proficiency in Microsoft Office products (Word, Excel, PowerPoint) and collaborating in a Microsoft 365 environment
- Knowledge of a foreign language, especially Italian, French, or German preferred

**Other Considerations**

- **Employment Type**: Full-time, Non-exempt
- **Compensation**: Competitive salary
  - Benefits include health, vision, and dental insurance, vacation time, no-cost parking, and professional development opportunities to increase knowledge-base and employee retention
- **Education**: Bachelor’s degree preferred
- **Location**: Dallas, Texas
- **Website**: dallasopera.org
- **Travel**: Minimal

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 a cover letter no longer than two pages and resume to recruitment@dallasopera.org, using the subject line “Rehearsal and Artist Services Associate.” Please send Word or PDF file only.

No phone calls please.