

# SEATTLE OPERA.

## **Community Programs Manager**

Seattle Opera is accepting applications for the position of Community Programs Manager. This full-time, salaried position reports to the Director of Education & Community Engagement and is responsible for spearheading a variety of programs and projects designed to connect people with opera, provide learning opportunities in the component parts of opera, and connect people in the community through opera. Work closely with the Education Director to oversee community programs including family, youth, and adult programmatic offerings; collaborates closely with internal and external stakeholders; manages administrative staff, interns and volunteers; and handles program-related administrative duties, including budget tracking, Patron Management Software, and website maintenance.

### **Essential Job Functions:**

- Manages and evaluates adult education programs, including
  - ◆ Pre-Opera Talks
  - ◆ Community workshops and programs for adults, families, and youth
  - ◆ Symposia
  - ◆ Ancillary events
  - ◆ Senior community programs, and
  - ◆ Other programs to be developed
- Manages and evaluates community programs, and spear-heads development of new programs
- Manages Youth Programs Coordinator, recruits and manages interns and volunteers, and co-manages Teaching Artists, in collaboration with the School Programs Manager
- Collaborates and communicates effectively with Company staff and stakeholders including but not limited to: the Development, Marketing, Media Suite, Communications, Production and Artistic Departments, Teaching Artists, and Guest Artists
- Assists the Director of Education & Community Engagement in maintaining relationships with external partners and stakeholders
- Manages Community Programs budget including issuing invoices and payments
- Maintains and updates Community Programs website presence, as needed
- Assists Research & Data Analyst with the collection, organization and distribution

- of program data and statistics
- Performs other job-related duties as assigned

**Qualifications:**

- Bachelor's degree in music, theater and/or arts education or equivalent work experience
- Minimum 5 years of arts administration experience, preferably in arts education with adult and family programming
- Excellent communication and public speaking skills
- Experience supervising professional staff, volunteers, and students
- Cultural sensitivity and commitment to arts advocacy and providing equitable access to the arts
- Ability to work nights and weekends; lift and carry weight in excess of 20 lbs.

**Knowledge of:**

Opera and/or the performing arts and arts education/pedagogy  
Puget Sound arts community

**Skills in:**

- Planning, organizing, and managing people and events
- Microsoft Office (especially Word, Excel, Outlook and PowerPoint), Tessitura system, Database systems, Web Content Management Systems

**Ability to:**

- Design and execute long-range plans
- Establish working relationships and interact in a professional manner with a wide range of people
- Work independently and resourcefully to complete assigned tasks with minimal supervision; and work as a member of a team
- Complete projects with a high degree of accuracy, detail, confidentiality and timeliness; and handle multiple projects simultaneously by accurately setting priorities
- Ability to thrive in a fast-paced, rapidly changing environment
- Outstanding interpersonal skills including the ability to interact with all staff in a professional, confidential and tactful manner
- Reliable daily attendance and punctuality

**Contact**

Qualified candidates should submit a cover letter and resume by email to [jobs@seattleopera.org](mailto:jobs@seattleopera.org) or by mail to Seattle Opera, Attn: Community Programs Manager, 1020 John Street, Seattle, WA 98109.