

SEATTLE OPERA.

ASSOCIATE DIRECTOR OF ARTISTIC PLANNING

Seattle Opera is accepting applications for the position of Associate Director of Artistic Planning. This is a full time, exempt, position reporting the Director of Artistic Administration & Planning

SUMMARY:

Ensure the overall logistical management of artistic department.

This position supports the artistic and administrative work of the department by generating, maintaining and tracking all Artistic planning and project documents; managing Collective Bargaining Agreements; contractual, budgetary and financial development, management, and reporting; coordinating departmental finances and all financial services; liaison with other departments and external organizations; negotiate and hire key opera creative team and assistant staff as assigned.

PRINCIPAL ACCOUNTABILITIES:

- Generate and update all Artistic planning and project documents as needed including Opera Information Sheets, Master and Show Calendars.
- Provide rehearsal and artistic support as necessary during rehearsals and/or performances and for all SO Operas and events.
- Maintain calendars for and schedule Opera Center rehearsal studios for interdepartmental and third party rental usage.
- Serve as a conduit of Artistic and Season Planning information
- Have working knowledge of all Artistic Department Collective Bargaining Agreements (CBA) and assist the Director of Artistic Administration & Planning during contract negotiations with research, recording notes, tracking proposals, and maintaining working master documents.
- Serve as contact-liaison with CBA groups (AGMA, SSO & SSOPO)
- Obtain feedback from Stage Directors on Choristers' stage department.
- Assist and manage budget development, analysis, and preparation of department forecasts, and rough-cuts.
- Develop and maintain multiple season budgets.

- Maintain and update orchestra budget spreadsheets including reports for calculating pension, medical/dental and other benefits. Work with Head of Music Staff to produce orchestra budgets.
- Produce individual contracts for orchestra and chorus and maintain their personnel databases and files.
- Generate, route, track contracts for collective bargaining employees, seasonal artistic staff.
- Maintain systems and procedures for Artistic Department.
- Serve as department primary liaison to Finance Department.
- Serve as representative to McCaw Hall including backstage security team, evacuation drills and ensure facility condition for all CBA requirements.
- McCaw Hall budgeting and calendar planning.
- Work with Seattle Center and Pacific Northwest Ballet (PNB) for current and future season schedules at the shared McCaw Hall.
- Coordinate and distribute necessary access and parking cards for Orchestra, Chorus, guest artists and Artistic Department staff.
- Work with internal and external partners in providing Artistic Department support and representation within company mission and vision.
- Other duties as assigned

RESPONSIBILITY AND AUTHORITY:

- Interviews, hires and supervises Assistant Director, opera creative team members as assigned, volunteers, and interns.
- Monitors, evaluates and executes corrective action when necessary.
- Supervise Company Manager.
- Secondary supervision of Artistic Operations Manager.

INTERNAL & EXTERNAL RELATIONSHIPS:

Maintain positive working relationship with all SO Employees including CBA represented staff (Orchestra Musicians, all AGMA artists, etc).

Maintain positive working relationship with the Seattle Symphony, visiting guest artists, other opera companies, McCaw and PNB.

EXPERIENCE:

Familiarity and experience with non-profit accounting practices and principles. Administrative and project management experience. Opera knowledge/interest a plus.

SKILLS:

Ability to organize and prioritize a wide variety of projects and meet deadlines within a highly dynamic atmosphere. Excellent personal skills with ability to work with demanding artistic personalities. Firm grasp of mathematics, especially algebra. Excellent attention to detail and ability to work independently. Strong communication and phone skills. Must maintain high personal standards including punctuality and reliability. Capable of proactive and solutions oriented thinking. Highly autonomous work style.

Advanced knowledge of Microsoft Excel and Word and Claris Filemaker. Experience working with Tessitura database and Activity software a plus.

COMPENSATION:

Seattle Opera offers medical, dental, vision, life insurance, long term disability, short term disability, EAP, transit/parking benefits. Salary range for this position is \$65,000 to \$75,000 annual salary depending on experience.

CONTACT:

Interested candidates should send resume and cover letter detailing relevant experience to jobs@seattleopera.org, with Associate Director of Artistic Planning in the subject line. Please submit your materials no later than December 11, 2019, however the position will remain open to applicants until filled.