SEATTLE OPERA.

Seattle Opera is accepting applications for the position of **Programs & Communications Coordinator**. This is a full time, non-exempt, position reporting the Director of Programs & Partnerships.

Seattle Opera is committed to racial equity and to dismantling historic barriers of oppression. People of Color are encouraged to apply for all Seattle Opera job opportunities. Learn more about our commitment to equity and our three-year Racial Equity and Social Impact plan at seattleopera.org/equity.

BASIC FUNCTION:

The Programs + Communications Coordinator is responsible for supporting Seattle Opera youth, adult, and community programs, coordinating communications of department activities, and providing general support to the department and the Director of Programs and Partnerships. The ideal individual will be detail-oriented, possess a collaborative spirit, display excellent written and verbal communication skills, and can handle multiple programs and projects of varying natures simultaneously. Success in this role requires someone who is an excellent communicator, highly motivated, and can work in a self-directed manner.

PRINCIPAL ACCOUNTABILITIES:

- Serve as first point of contact for internal and external Programs and Partnerships inquires.
- Support Programs and Partnerships activities, including but not limited to:
    - **After-School Youth Programs**: Provide on-site support for after-school programs, including spring and summer camps, led by Youth & Family Programs Manager. Serve as Lead Teacher's Aide to manage student needs throughout sessions, assist in signing in/out all youth participants, and support parent volunteers as needed.
    - **Jane Lang Davis Creation Lab and Seattle Arts Fellowship**: Provide administrative support For Director of Programs & Partnerships, including the creation of schedules, maintaining clear communications with participants, and assisting in events logistics.
    - **Talks and Community Events**: Support Community Programs Manager in event logistics for all talk, lectures, and community events occurring in-person or digitally.
- Provide administrative support for Education and Community Engagement Committee.
- Maintain and update website pages for Programs and Partnerships, creating copy as needed, to ensure that program information is current and registration for programs and events are functional.
- In collaboration with program managers, assist in the creation of learning and support materials for programs including student resource guides and event programs.

- In collaboration with Director of Programs and Partnership and program managers, develop copy and content for all programs to be used in internal and external communications, including program book content and Impact Reports.
- Serve as the primary contact for the Marketing department in regard to establishing and supporting promotional plans for programs and events.
- Create subtitles for all Programs and Partnerships video content.
- Perform other job related duties as assigned.

SUPERVISION RECEIVED:
Reports to the Director of Programs & Partnerships

QUALIFICATIONS
1 - 2 years administrative, event planning, and/or project management experience required
Excellent communication skills (writing and speaking)
Experience in copywriting and editing is preferred
Knowledge of opera and arts education a plus; knowledge and passion for the arts is preferred
Knowledge and understanding of issues on social justice and racial equity is needed

SPECIAL REQUIREMENTS
Programs and events frequently occur during nights and weekends. Must be able to have a flexible schedule.
Position requires incumbent to lift 20 pounds or more with or without assistance.

COMPENSATION:
Seattle Opera offers medical, dental, vision, life insurance, long term disability, short term disability, EAP, transit/parking benefits. Pay range for this position is $24 -$26 per hour DOE.

CONTACT:
Interested candidates should send resume and cover letter detailing relevant experience to jobs@seattleopera.org, with Programs & Communications Coordinator in the subject line.