

# PITTSBURGH OPERA

## Manager of Artistic Administration Job Description

### Job Summary

Pittsburgh Opera, Inc., a Level II member of Opera America and a constituent organization of the Pittsburgh Cultural Trust, has an immediate opening and is seeking qualified applicants for the position of **Manager of Artistic Administration**.

The Manager of Artistic Administration reports to and supports the Director of Artistic Operations and is an integral member of the company's Artistic Department. Also works closely with Artistic Coordinator, Director of Production, Production Coordinator.

### Responsibilities include, but are not limited to:

#### Guest Artist Contracting

- Prepare, distribute and track principal guest artist contracts.

#### Orchestra

- As Orchestra Personnel Manager, manage the operations of the Pittsburgh Opera Orchestra, including but not limited to:
  - Engagement of musicians, processing releases and maintaining substitute lists.
  - Rehearsal set-up and onsite pit/orchestra liaison for all orchestra services. Start/stop all orchestra rehearsals, and call orchestra breaks.
  - Schedule and administer orchestra auditions.
  - Administer orchestra payroll.
  - Address personnel issues within the parameters of the AFM collective bargaining agreement.
- Assist with research and creation of annual orchestra budget.

#### Chorus

- As Chorus Personnel Manager, manage the operations of the Pittsburgh Opera Chorus, including but not limited to:
  - Coordinate with the Chorus Master to prepare rosters, schedules, and music materials.
  - Assemble and distribute chorus contact sheets, rehearsal schedules, and discounted ticket information.
  - Administer Chorus payroll and distribute paychecks.
  - Rehearsal set-up, backstage "artist duty" at all performances.
  - Address issues within the parameters of the AGMA collective bargaining agreement.
- Assist with research and creation of annual chorus budget.

#### Music Library

- Determine and negotiate orchestra parts rental, rights and royalty agreements for all productions.
- Coordinate with Head of Music and Music Librarian to obtain necessary scores and orchestra parts for each season.

- Purchase and distribute music materials for Resident Artist engagements, as necessary.
- Coordinate with Head of Music and Music Librarian to ensure cuts and bowings are appropriately notated and distributed.
- Administer orchestra parts rentals to outside organizations.

### **Artistic Department General**

- Attend all Sitzprobes, technical rehearsals, dress rehearsals and performances as well as other Opera events as needed throughout the season.
- Supernumeraries: oversee engagement of supernumeraries for all productions
- Circulate artistic department information, including scores, rosters, and contact information.
- Participate in negotiations with AFM and AGMA (research, proposal development, notes)
- Schedule piano & harpsichord tunings.

### **Qualifications:**

- Bachelor's degree in Music or Arts Administration is preferred, but not necessary.
- Ability to read music is preferred.
- Minimum of 3 years of experience working in an opera company, festival or training program; demonstrated success in managing artists, contracts and schedules.
- Experience working with collective bargaining agreements preferred.
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of artists and outside organizations and build long-term relationships.
- Strong organizational and time management skills with exceptional attention to detail
- Proficiency in Microsoft Office Suite preferred.
- Serve as Artistic Department Representative for run-out engagements as necessary.
- A professional, flexible, and resourceful style; the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time.
- Must be available and willing to work nights and weekends.
- High energy and passion for Pittsburgh Opera's mission is essential.

### **Compensation:**

Salary \$47,000 - \$50,000. The position is full-time exempt. Salary is commensurate with experience and demonstrated skills. Benefits include medical, and vision; paid vacation and holidays. The Pittsburgh Opera is a tax exempt 501(c)(3) organization and is an Equal Opportunity Employer.

To apply, please respond by email only to Kristin Gatch at [kgatch@pittsburghopera.org](mailto:kgatch@pittsburghopera.org). Your email should include a cover letter and resume. Please indicate "MANAGER OF ARTISTIC ADMINISTRATION Application" in the subject line.