

PITTSBURGH OPERA

RESIDENT ARTIST PROGRAM

Artistic Administration Assistant

Pittsburgh Opera is expanding its Resident Artist Program to now include an Artistic Administration Assistant and is currently accepting applications for an emerging administrator.

Hailed as one of the country's leading opera training programs, Pittsburgh Opera's Resident Artist Program provides professional development and practical experience to emerging artists. The Artistic Administration Assistant will have the opportunity to work alongside industry leaders as well as international directors, conductors, and singers. He or she will work closely with production and artistic staff on all aspects of the company's annual productions and season activities.

Under the guidance and mentorship of Pittsburgh Opera Artistic and Production Staff, the primary responsibilities of the Artistic Administration Assistant are to assist, or support, a variety of functions within the Artistic and Production Departments, these responsibilities may include, but are not limited to the following opportunities:

- Supporting daily operations of and communications with the Pittsburgh Opera Orchestra and Chorus
- Assist with administrative and logistical preparation for Artist/Designer visas, travel, and housing
- Participation in production planning, contracts, budgets, and design meetings, as appropriate
- Attend all Sitzproben, technical rehearsals, dress rehearsals, and performances
- Provide additional support for performances, concerts, and other company events, as needed
- Assist with other artistic and production operations, e.g. – rehearsal room set-up, supertitles input/creation and editing, daily schedule distribution, backstage "artist duty", etc...

The successful candidate will be self-motivated, detail oriented, possess excellent organizational skills and have the ability to prioritize multiple tasks effectively. Proficiency with MS office, ability to read music, interest and/or experience in opera, arts administration, music and/or theatre production are preferred. Strong oral and written communication skills are a must.

This program will be tailored to meet a combination of the successful candidate's strengths, as well as areas that show an opportunity for professional growth. Candidates should be prepared to participate in the program for two seasons.

As a member of the Resident Artist Program, the Artistic Administration Assistant will receive:

- A 36-week agreement for the period of September 7, 2021 – May 15, 2022
- Weekly stipend of \$700
- Assistance toward travel expenses and professional development

Pittsburgh Opera is dedicated to supporting the next generation of arts administrators. BIPOC and female candidates are strongly encouraged to apply.

To apply, send a cover letter, resume, and references to Emily Grand at egrand@pittsburghopera.org.

Application Deadline: **Friday, May 14th, 2021**

For more information about Pittsburgh Opera's Resident Artist Program, please visit our website at www.pittsburghopera.org/resident-artists/.