

PITTSBURGH OPERA

RESIDENT ARTIST PROGRAM

Opera Administrator

Pittsburgh Opera is currently accepting applications from **emerging arts administrators** to join the company's Resident Artist Program.

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 and administrators. Working with international artists and industry leaders, the **Opera Administrator** will support the company's Artistic and Production staff in the planning and implementation of all artistic activities, while gaining meaningful exposure to the world of artistic administration.

The Opera Administrator will gain meaningful exposure to the following:

- Daily and long-term company scheduling, including crafting the company's Daily Schedule
- Casting, contract administration, and general knowledge of union relations
- Artistic budgets and payroll processing
- Preparing and filing visa applications for international artists
- Interdepartmental communications and general company management

A successful candidate will be self-motivated, detail-oriented, organized, and balance multiple tasks effectively. Proficiency with MS office; ability to read music; and 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.

Responsibilities *may* include the following:

- Arrange travel for visiting artists and production personnel
- Facilitate hospitality efforts, including artist welcome materials and cast gifts
- Attend all Sitzproben, technical and dress rehearsals, and performances, providing backstage support to artistic and production personnel
- Manage supertitle preparation for all productions
- Provide front-of-house support for community concerts and run-out engagements
- Process check requests and invoices for the Artistic department
- Assist with seasonal auditions for the Pittsburgh Opera Orchestra and Resident Artist Program
- Support the daily operations of the Pittsburgh Opera Orchestra and Chorus
- Compile and edit artistic content for the program book
- General filing and clerical work

As a member of the Resident Artist Program, the Opera Administrator will be under contract from August 22, 2022, through May 21, 2023. They will receive a weekly stipend of \$800.00 as well as assistance towards relocation expenses and professional development. Candidates should be prepared to participate in the program for two seasons.

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 Sarah Schultz, Manager of Artistic Administration at sschultz@pittsburghopera.org. Applications will be accepted on a rolling basis until filled.

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