



Job title	Education Manager
Reports to	Director of Events & Community Impact
Oversees	Teaching Artists, Volunteers
Position Type	Full-time, exempt

Summary

Austin Opera is seeking an Education Manager who is passionate about the operatic art form and sharing its impact with students across Central Texas. The Education Manager works with the Director of Events & Community Impact to oversee the company's programs for children (including *Access Opera*, *Opera Treasure Chest*, *MEET THE OPERA*, and the *Summer Vocal Camp*) and partner with educators and the company's teaching artists to increase their scope and impact.

The Education Manager serves as the primary manager of Austin Opera's youth and family programming, overseeing the planning, logistics, educational content, evaluation, and day-to-day execution of programs under their leadership. Working closely with educators, teaching artists, volunteers, and community partners, the Education Manager helps ensure Austin Opera's educational initiatives are delivered with excellence and continue to grow in reach and impact.

Austin Opera is a highly collaborative opera company that has built a national reputation for innovation. This position will be a great opportunity for someone with an action-oriented, can-do attitude; an entrepreneurial mindset; and a sincere belief in the vital role an opera company can play in civic life. A desire to work with Austinites of all ages is a must.

Duties and responsibilities include, but are not limited to:

Programs for Youth

- Manage and execute the company's youth and family programs with a focus on quality, growth, and community impact:

- Manage the company's *Access Opera* program for students in grades 5 – 12, creating curriculum for each opera and partnering with educators to ensure its quality and integration into the classroom. Facilitate all program logistics, including ticketing, bus arrivals, and the creation of Interactive Resource Guides and performance programs.
- Manage the company's *Opera Treasure Chest Program*, ensuring the maintenance of engaging interactive educational content.
- Manage the *MEET THE OPERA* program in partnership with Austin Public Library. Schedule performances, hire teaching artists, facilitate rehearsals, and transport equipment for performances.
- Manage the *Summer Vocal Camp* for High School Students in partnership with the Camp Director.
- Manage child and family programming at the Butler Performance Center.
- Recruit, train, schedule, supervise, and evaluate teaching artists and volunteers supporting Austin Opera educational programming.
- Represent the company in key community events like career fairs and cultural celebrations.
- Build and maintain relationships with educators, administrators, and community partners throughout Central Texas and participate in MINDPOP, PAEPL, and OPERA America convenings.
- Collect, analyze, and report quantitative and qualitative program data to evaluate effectiveness, inform future planning, and support institutional funding opportunities.

Other Duties

- Collaborate with the Director of Events & Community Impact to produce and curate show-specific educational offerings including *Opera Overtures* preshow lectures, *Coffee & Conversations* pre-show presentations, *Trivia & Toasts* pre-show presentations, and *Conductor Cues*.
- Collaborate with the Director of Events & Community Impact and the Director of Marketing on educational social media content for multiple channels.
- Assist the Director of Events & Community Impact with duties related to fundraising and community impact events, including but not limited to the *Sarah and Ernest Butler Masterclass Series* at the University of Texas, the *Concerts at the Consulate* series, *Noche de Ópera* events, and Friends of the Opera (FOTO) events.
- Collaborate with the Advancement team on special projects and departmental initiatives as needed.
- Collaborate with the staff to ensure a robust presence for Austin Opera at important community events

General

- Attend meetings for the Education & Community Impact committee of the Board
- Serve as a key member of the Austin Opera team responsible for executing the strategic plan

- Work collaboratively with other departments to fulfill Austin Opera’s mission and vision, supporting other departments when needed
- Serve as a company representative in fundraising efforts and partnership-building initiatives
- Attend and assist at Austin Opera performances and events

This position is a great opportunity for someone who possesses/is:

- Has a degree in Music or Music Education
- Has experience developing educational curriculum, lesson plans, or instructional materials.
- Has experience in an arts or nonprofit organization
- Has a passion for sharing opera with the Austin community
- Has a passion for collaboration, both within an organization and with new and existing community partners
- Has strong organizational, administrative, and project-management skills
- Is comfortable interacting with educators, students, patrons, and Trustees
- Is comfortable training teaching artists and docents to deliver Austin Opera programming
- Has experience managing multiple projects, deadlines, and stakeholders simultaneously
- Is comfortable creating digital learning materials on various platforms
- Is experienced working in Microsoft Word, Excel, Outlook and Teams
- Enjoys working in a fast-paced, collaborative environment
- Is enthusiastic about professional development and educational opportunities addressing all facets of opera administration
- Has access to a reliable personal vehicle capable of transporting educational materials, program supplies, and performance equipment to schools, libraries, and community venues throughout Central Texas

Residing in the Austin area is a requirement of this job, as is availability for evening and weekend events. Work is done on-site at the Butler Performance Center, as well as other venues throughout Austin. Employees must have reliable transportation and the ability to travel 20-30 miles/day for work events. Public transportation in Austin is limited. Austin Opera is an Equal Opportunity Employer.

Please submit a resume and cover letter to careers@austinopera.org.