



<b>Job title</b>	Director of Artistic Administration
<b>Reports to</b>	General Director & CEO
<b>Oversees</b>	Full-time and part-time artistic personnel
<b>Position Type</b>	Full-time, exempt

## Summary

The Director of Artistic Administration oversees Austin Opera’s artistic staff and works closely with the executive leadership (General Director & CEO, Music Director, and Chief Advancement Officer) and the artistic and production teams to plan and execute season programming at the Butler Performance Center and Long Center. Ensuring the seamless operations of multiple, concurrent artistic programming streams, the Director of Artistic Administration is a key partner in fulfilling the company’s strategic goals to provide outstanding arts experiences that reflect the Austin community.

## Duties and responsibilities include, but are not limited to:

### Artistic Planning

- Season Planning
  - Work with the executive leadership and artistic and production teams to devise season programming for all of the company’s venues and programming streams
  - Partner with the Director of Production to create season schedules for each artistic constituency (principal artists, orchestra, chorus, etc.) and see that each schedule is distributed in accordance with union regulations, making timely updates as needed.

- Develop budgets for all season items under purview, including principal artists, orchestra, chorus, and all related production expenses, as well as the general artistic operations budget. Provide timely budget updates and actuals to the executive leadership and Director of Business Operations.
- Work with the Artistic Administrator to ensure rights are secured for any applicable projects.
- Engaging Artistic Personnel
  - Partner with the General Director, Music Director, and Artistic Administrator to create artistic personnel plans for each season and production, and ensure that each position is contracted in a timely manner.
  - Principal Artists: Work with the Artistic Administrator to ensure a robust system to identify and engage principal artists:
    - Ensure the maintenance of an active database of emerging and established talent identified through auditions, relationships with talent agents, and travel to other opera companies and festivals by members of the artistic team
    - Oversee contract negotiations and company adherence to all contract terms
  - Chorus: Ensure the artistic staff's work to recruit, audition, and cast local talent to fulfill all chorus needs fulfills the company's strategic goals.
  - Orchestra: Work with the Music Director, Orchestra Committee, and Orchestra Manager, and artistic staff to schedule and host auditions as needed and in accordance with the CBA. Partner with the General Director & CEO on contract negotiations.
  - Pianists: Ensure that rehearsal pianists and coaches are secured as needed for all company programming.
  - Directors: Partner with the executive leadership and artistic and production teams to select stage directors for each production.
  - Work with the executive leadership and artistic and production teams on the selection of productions and creative teams for each production

- Ensure the work of the Artistic Administrator and Director of Education to recruit, audition, and select Resident Stars and teaching artists for the company's education and community offerings.
- Work with the Advancement department and Artistic Administrator to contract artists for company events.
- Ensure other artistic personnel such as dancers and supers are contracted as needed.

## **Artistic Operations**

- **Artist Care:** Partner with the Artistic Administrator to ensure an outstanding artist experience, ensuring that artists have what they need to prepare for each engagement and succeed in a fast-paced rehearsal and performance environment. Ensure that all artist logistics are being managed in a cost-effective, timely manner, including artist travel, housing, and parking.
- **Communication:** Serve as a primary point of contact for all artistic personnel under purview, proactively managing the communication process in advance of and during engagements. Ensure that company handbooks for various artistic constituencies are updated and distributed regularly.
- **Rehearsals and Performances:** Work with the Artistic Administrator to ensure that everything is in place for rehearsals and performances and maintain a significant presence during the entirety of the artistic process to maintain a positive, collaborative working environment.
- **Music:** Partner with the Music Director and Orchestra Manager to ensure the procurement and preparation of parts for the Austin Opera Orchestra. Oversee the work of the Assistant Librarian in the preparation and distribution of orchestral materials.
- **P.R. and Development:** Serve a key liaison to the Advancement Department to schedule artists for P.R. and donor events during engagements, and ensure that updated and approved artist information is provided for company publications.
- **Monitor all expenses and payment:** Work with the Director of Business Operations and RADAR Financial Services to ensure timely and accurate payment to all artistic personnel under purview (principal artists, choral artists, orchestra musicians, supers, conductors, etc.) and track and monitor all expense lines under purview. Provide the Director of Business Operations with monthly cash flow and expense reports.

- **Orchestra Administration:** Oversee the administration of the Austin Opera Orchestra, working with the Music Director, Orchestra Committee, and Orchestra Manager on contracting, scheduling, music and instrument procurement, auditions, rehearsal management, and payment in accordance with the CBA.

## General

- Serve as a key member of the Austin Opera team responsible for executing the strategic plan
- Provide leadership, mentorship, and support for members of the artistic team
- Work collaboratively with other departments to fulfill Austin Opera's mission and vision, supporting other departments when needed
- Attend and present at Board of Trustee and Committee meetings
- Serve as a company representative in fundraising efforts and partnership-building initiatives
- Serve as a key representative of the company to the opera field to uphold Austin Opera's industry connectedness

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

- 5-10 years of administrative experience in a medium to large classical music nonprofit organization
- A Bachelor's degree in an arts-related field. Advanced degrees are a plus.
- Experience in complex budgeting and expense management
- Strong familiarity and affinity for the operatic medium
- An organizational guru – able to execute multiple projects in different phases of planning simultaneously
- Demonstrated proficiency in crafting clear, concise communication tailored to specific recipient groups
- Flexible and creative – able to problem solve in the moment
- Intellectually curious and solutions-oriented in their approach to planning and management
- Strong interpersonal skills and the ability to cultivate meaningful relationships with artists, colleagues, community members, and other stakeholders
- Comfortable handling sensitive information with maturity and integrity
- Eager to lead a team of full-time and part-time personnel, setting high standards for execution and providing support to see that the standards are achieved
- Proficient in Microsoft Word, Excel, Outlook, Teams, and Asana
- Enjoys working in a fast-paced, collaborative environment where priorities and tasks shift frequently according to institutional needs

*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](mailto:careers@austinopera.org).