

PITTSBURGH OPERA

Artistic Coordinator Job Announcement

Position Summary

Pittsburgh Opera, Inc., a Level II member of Opera America and a is seeking a full time **Artistic Coordinator** to support the Artistic Department and administer the company's renowned Resident Artist Program.

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

Key Responsibilities:

Artist Services: Arranges travel, housing, and ground transportation for all visiting artists and serves as the primary point of contact for all relevant logistics. Maintains financial paperwork for visiting artists, establishes artist fee and per diem schedule for Finance Department and distributes fee, per diem checks and reimbursements to all Principal and Resident Artists. Responsible for obtaining all necessary paperwork and guiding the process for necessary work visas for foreign artists. Works with preferred properties to establish seasonal hotel rate agreements. Liaises with Artist Hospitality Committee.

Resident Artist Program: Responsible for administering all Resident Artist administrative functions, including but not limited to contracts, stipend and expenses reimbursements, music distribution, and facilitation of release requests. Serves a primary point of contact for Resident Artist engagement logistics. Oversees the Resident Artist audition process and manages all scheduling, communications, venue relations, and staff travel/accommodations. Serves as monitor for all Resident Artist auditions. Manages interdepartmental requests, including artist interviews, bio/headshot updates, teacher workshop appearances, etc.

Artistic Department General: Supports and manages the numerous activities of the Artistic Department. Coordinates artist interviews and social media appearances and proofreads artistic content for marketing materials. Processes Artistic department expense reporting. Responsible for drafting, collating and arranging artist agreements and conveying to American Guild of Musical Artist representatives as necessary. Manages and fulfills comp ticket requests for visiting artists and Resident Artists.

Artistic Department Activities: Attends all Sitzprobes, technical rehearsals, dress rehearsals and performances as well as other Opera events throughout the season. Manages supertitles for all Pittsburgh Opera productions. Serves as Artistic Department representative for run-out engagements as necessary. Coordinates Principal Artist auditions. Works with Production Coordinator on Daily Schedule logistics and distribution. Responsible for Artist wellness checks on performance days.

Qualifications:

- Ability to read music.
- Minimum of 2 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.
- Proficiency in Microsoft Office Suite preferred.
- Strong organizational and time management skills with exceptional attention to detail.
- 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, passion and commitment for Pittsburgh Opera's mission, values and ethical standards.
- Ability to lift and carry material 25-50 lbs and work evenings and weekends.
- Undergraduate degree in a relevant field, or equivalent combination of educational and professional experience.
- Reliable transportation and the ability to travel independently to assigned work locations as required.

This is full-time exempt position that requires a flexible schedule, including evenings and weekends.

Salary range for this position is \$45,000-49,000 annually commensurate with experience and demonstrated skills.

Benefits include medical, and vision; paid vacation and holidays.

To apply, please respond by email only to Kristin Gatch at kgatch@pittsburghopera.org. Your email should include a cover letter and resume. Please indicate "ARTISTIC COORDINATOR Application" in the subject line.

Candidates must be legally authorized to work in the United States.

The Pittsburgh Opera is a tax exempt 501(c)(3) organization and is an Equal Opportunity Employer.