



OPERA COLORADO

POSITION DESCRIPTION

RESIDENT STAGE MANAGER

Reports To: Production Manager

Type: FULL TIME

FLSA Classification: EXEMPT

THE COMPANY

Opera Colorado is a resident company at the Ellie Caulkins Opera House at the Denver Performing Arts Complex in downtown Denver, with its headquarters located in Englewood, CO. The company employs over 300 people during its season, which spans September through May and serves over 60,000 patrons annually through its mainstage and education programs. The company, which has an annual operating budget in excess of \$7.M, is known for opera productions of extraordinary artistry and innovation, encompassing a broad range of repertoire including contemporary works. The company navigated the COVID-19 pandemic with creativity and resilience and is proud to have returned to live performances once again, just having completed the 2021/22 season with productions of Puccini's *Tosca*, Moravec and Campbell's *The Shining* and Bizet's *Carmen*. The 2022/23 season marks the 40th Anniversary of the Company and its most ambitious season. The company is also known for its outstanding education and community engagement programs supported by the nationally recognized Artists in Residence program, which focuses on the development of emerging artistic talent through main stage performance opportunities, community education programs, statewide touring productions and access to teaching artists of the highest quality. The company is led by the Ellie Caulkins General & Artistic Director, Greg Carpenter, who since 2007 has produced an exciting mix of traditional and contemporary repertoire including several world and Colorado premieres attracting artists from around the globe, all while growing audiences and creating an inclusive, equitable and diverse work environment.

OUR MISSION

We are a dynamic team of individuals passionate about our work and helping each other achieve our greatest potential. Adventure, curiosity, and transparency are at the heart of our team. We create great art, celebrate individuality, encourage growth, and have fun doing it. Our mission is to connect our Colorado community to the emotions and stories of the world through traditional and innovative opera and educational training programming that is accessible to all. We believe that opera plays a vital role in enriching our community. Every day, Opera Colorado removes barriers to make opera accessible and affordable and tells stories that excite and connect us in meaningful ways. Our distinct contribution to our city's cultural life is centered on our grand opera productions at the Ellie Caulkins Opera House, with additional performances and educational experiences presented live and distributed digitally throughout the seven-county metropolitan area and across the state.

OUR VISION AND VALUES

We aspire to build a family of opera lovers, who reflect the multi-cultural fabric of our community. Our work will tell the great stories of opera, past, present, and future, showcasing diverse talent and innovative approaches that serve as a model for our community and the industry at large. To advance our mission and vision, the Opera Colorado staff has identified a set of core values that aim to inform our organizational culture and decision-making.

- We foster **Creativity** in every aspect of our work—from the originality of our productions and educational experiences, to the way we innovate and solve problems.
- We are **Tenacious** in forging new paths and overcoming challenges—we don't give up when the going gets tough!
- We are **Passionate** about opera, our patrons, and our colleagues—we celebrate our dedication to creating the most compelling opera experiences for the widest audiences.
- We approach our daily work with a high level of **Integrity**—focusing on respectful, professional, and transparent actions, treating others as we would hope to be treated, and creating a trusting work environment.
- We strive to create an **Inclusive** environment—providing equal access to all opportunities within the company and creating an environment where everyone feels welcome and safe.
- We know **Humor** fosters camaraderie and friendship—allowing us to maintain a lighthearted perspective and helping us view stressful events as opportunities.
- We exist to serve our **Community** but we also work collaboratively as a Community of professionals—respecting our individual and collective talents and opinions, while building strong bonds between the company and our patrons.

POSITION OVERVIEW

The Resident Stage Manager reports to the Production Manager and is a key member of the production team.

Calling Stage Manager - The Resident Stage Manager acts as the calling stage manager for Opera Colorado's season and supervises the stage management department including seasonal staff and interns.

Pre-Production & Non-Exclusivity - The Resident Stage Manager performs pre-production responsibilities and may have remote flexibility in performing these tasks. The Resident Stage Manager may take production contracts with other performing arts companies as long as other contract periods do not conflict with Opera Colorado production weeks and prep tasks are completed on time and so long as any other contracts do not interfere with Resident Stage Manager's responsibilities to Opera Colorado.

Pay Schedule & Benefits - The Resident Stage Manager will be compensated year-round with equal semi-monthly salary payments. They will be eligible to receive benefits of Opera Colorado full-time employees including health, vacation, 401K, and RTD EcoPass pass.

SEASON OVERVIEW

Opera Colorado produces 3 mainstage productions per season, with similar schedules each year. Occasional seasons will include special presentations. Typically, this results in around 25 to 30 anticipated production weeks per season. The 2023-2024 season production weeks are listed below for reference.

- **FALL PRODUCTION** – Monday, October 2, 2023 thru Sunday, November 12, 2023 (6 Weeks)
- **WINTER PRODUCTION** – Monday, January 22, 2024 thru Sunday, March 3, 2024 (6 Weeks)
- **SPRING PRODUCTION** – Monday, April 1, 2024 thru Sunday, May 12, 2024 (6 Weeks)
- **SEASON WRAP UP** – Monday, May 13, 2024 thru Friday, May 17, 2024 (1 Week)

RESPONSIBILITIES

- Act as the calling stage manager for all Opera Colorado productions and special presentations.
- Supervise assistant stage managers and assistant directors and assist the production manager with their recruitment and vetting, emphasizing local talent whenever possible.
- Assist with the development, management, and oversight of the stage management internship program.
- Maintain mainstage contact lists including production contact listings, email distributions, and backstage access for company and guests.
- Maintain supply inventories in stage management road box and standard artist hospitality inventories at the Opera Colorado Opera Center and at the Ellie Caulkins Opera House.
- Maintain digital and physical archive of production paperwork.
- Participate in pre-production by completing the following tasks:
 - Coordinate rehearsal schedules in collaboration with directors, music staff, choreographers, and the education department.
 - Develop and distribute overview and conflicts schedules for principal singers, chorus, supers, dancers, and children's choir.
 - Work with directors to assemble props lists
 - Organize requests for rehearsal props, rehearsal costume pieces, and “hero” show props needed for rehearsal process.
 - Produce score timings.
 - Organize preliminary versions of stage management paperwork.
 - Measure ground plans and prep mini drawings.
 - Develop principal fitting schedule and dressing room assignments.

- May be asked to assist Director of Artistic Operations in super recruitment or scheduling of super measurements and fittings

PERSONAL CHARACTERISTICS:

- A mission-driven individual with a belief in and commitment to Opera Colorado's mission and values
- A good listener and strategist; comfortable receiving input from many sources, and able to analyze and formulate disparate information into a sound, well-organized plan
- Intrepid yet tactful; determined yet respectful of others' concerns; someone with the flexibility and creativity needed to find alternative ways to reach objectives when barriers arise; a skilled negotiator who does not drive themselves or others into a corner
- A team builder – confident and competent, with strong skills in management and leadership; one who understands the subtleties of motivating and directing a diverse group of personalities with different work styles
- A hard worker with a high energy level; a “doer” with a willingness to work hands-on in developing and executing Opera Colorado's artistic initiatives
- Emotionally mature with a very good sense of humor and the flexibility and sensitivity to work with diverse personalities and situations
- A commitment to supporting an inclusive, equitable and diverse work environment

QUALIFICATIONS:

- Demonstrated Stage Management experience in the field of opera
- Strong administrative and project management skills
- Ability to read music
- Deep understanding of opera and opera production
- Ability to communicate and interact with individuals of differing backgrounds and demonstrate a high level of emotional intelligence
- The ability to manage multiple projects independently and simultaneously with a high degree of detail and accuracy
- Ability to think strategically and problem solve quickly under stressful situations
- Experience with union compliance.
- Flexibility to work evenings and weekends
- Valid Driver's License

Colorado Equal Pay for Equal Work Act (SB 19-085) Information

Compensation is commensurate with skill and experience. **Salary range \$50K - \$55K.**