



## **OPERA COLORADO**

### **POSITION DESCRIPTION**

#### **MANAGER OF EDUCATION & COMMUNITY ENGAGEMENT**

**Reports To:** Director of Education & Community Engagement/Artist in Residence Program

**Type:** Full-Time

**FLSA Classification:** Exempt

### **Position Overview**

The Manager of Education & Community Engagement is a full-time administrative position responsible for organizing, scheduling, and supporting Opera Colorado educational experiences. They support the Director of Education & Community Engagement/Artist in Residence Program in representing Opera Colorado to schools, educators, and community organizations. They help create a favorable environment for fulfilling Opera Colorado's stated mission regarding education and will assist in implementing the 2021-2025 Strategic Plan. The manager is creative, energetic, organized, and flexible, and as a member of the education team, is enthusiastic about arts education and providing accessible and enriching programs.

The manager will handle education department bookings and program sales, support on-site programs, and organize and implement field trip programs at the Ellie Caulkins Opera House. They will accurately track program impact and attendance while monitoring and adhering to the departmental budget. The manager collaborates closely with colleagues in Business Operations, Marketing, Development, and Patron Services departments. They exemplify Opera Colorado's commitment to excellence through offered programming and superior patron service. The Manager of Education & Community Engagement is a key member of the staff and interacts with Opera Colorado's patrons, the Senior Leadership Team, and the Board of Directors.

Full-time: exempt. As events, programs, and performances are essential components, the Manager of Education & Community Engagement is required to attend events, and hours will include morning, evening, and weekend work. A staffing calendar is maintained by the Director to monitor and manage non-traditional work hours.

### **Responsibilities**

- Establish and maintain strong, positive communication with teachers, schools, community partners, and other patrons.
- Plan, schedule, coordinate and manage all education and community activities for the current season and future seasons within Tessitura.
- Secure dates with schools and community venues, create seating charts, manage FOH activities, and coordinate bus/transportation details for events. Coordinate and manage volunteers for educational activities.
- Process payments within Tessitura and assist with managing the budget for the education department.
- Maintain accurate reporting of program impact and track statistical data related to education and

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community programs.

- Develop content and compile curriculum resources for educator guidebooks focused on the current season's repertoire.
- Work with the Director of the Opera Colorado Artist in Residence Program, to create and distribute daily and weekly schedules to artists. Communicate the Artist in Residence schedule to the staff.
- Maintain an accurate calendar of all events connected to the Artist in Residence Program.
- Manage company events featuring educational content and/or the Artists in Residence. Communicate with venues, organize event set up, secure required equipment, and assist in compiling program content and other materials.
- Support the Director of the Artist in Residence Program in managing additional aspects of the program including managing artist housing, i.e., organizing and implementing seasonal move-in and move out, professional cleaning of properties, housing inspections, etc.
- Communicate the education department's schedule and calendar of events to staff and the Opera Colorado Board of Directors and encourage attendance.
- Assist in writing, printing, and the distribution of all education program collateral materials.
- Collaborate with the Marketing and Development staff in developing collateral material, website and social media posts, blog entries, etc. to highlight the activities of the education department and the Artist in Residence Program.
- Organize annual Artist in Residence Program auditions. Manage data entry for the artist database. Coordinate and manage volunteers for audition related activities.
- Represent the Education & Community Engagement department in internal meetings, as necessary.
- Compile music, scores and other materials and distribute to the artists. Maintain the music library.
- Maintain an accurate and organized system for education department files.

## **Personal Characteristics**

- A mission-driven individual with a belief in and commitment to Opera Colorado's mission and values.
- Ability to organize and prioritize multiple responsibilities, work independently and exercise professional judgment.
- A good listener and strategist; comfortable receiving input and able to formulate and execute 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 diligent worker with a high energy level; a "doer" with a willingness to work hands-on in developing and executing a variety of education and community engagement activities.
- Emotionally mature with a good sense of humor and the flexibility and sensitivity to work with diverse personalities and situations.

## **Qualifications**

- Bachelor's degree or equivalent in education and related experience required.
- Considerable experience in arts education.
- A working knowledge of ticket and database software, preferably Tessitura.
- Strong time management and organizational skills.
- Prior management experience in a team setting preferred.

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- Candidate must demonstrate outstanding administrative and organizational skills with high attention to detail and accuracy.
- Strong computer skills (i.e., Microsoft Office, Asana) are required.
- Must be able to set priorities, coordinate multiple projects, meet deadlines.
- Strategic thinker with the ability to work both independently and as part of a high-performing cross-functional team.
- Demonstrated ability to work in an open, respectful, and collaborative environment.
- A valid driver's license is required.

**HOW TO APPLY**

Please submit a cover letter and resume to [humanresources@operacolorado.org](mailto:humanresources@operacolorado.org).

Please provide a list of three references.

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