



OPERA COLORADO POSITION DESCRIPTION

Manager of Education & Community Engagement

Reports To: Director of Education & Community Engagement

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 45,000 patrons annually through its mainstage and education programs. The company, which has an annual operating budget of \$7M+, is known for opera productions of extraordinary artistry and innovation, encompassing a broad range of repertoire including contemporary and rarely performed works. The company is known for its outstanding Education and Community Engagement Programs supported by the Artists in Residence program, which focuses on the development of emerging vocal talent through main stage performances, community education programs, and statewide touring productions.

Who We Are

Opera Colorado is a dynamic team of creative individuals passionate about our work and helping each other achieve our greatest potential. Adventure, curiosity, creativity, 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

Opera Colorado aspires 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.

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

Compensation is commensurate with skill and experience. Salary range \$50,000-\$55,000.

- 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 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 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 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 in the arts. 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.

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. This is a full-time position based in Englewood/Denver CO with salary and benefits including but not limited to medical and dental insurance, and 401K retirement plan.

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Duties and 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 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.

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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. 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.

Physical and Other Requirements

- Prolonged period of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

To Apply

Please send resume, cover letter, and three references to humanresources@operacolorado.org.

Data show that women and BIPOC candidates more frequently do not apply to a job because they don't feel they meet all the qualifications listed. Our job descriptions are general overviews, not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to contribute to the growth of our organization, we want to hear from you

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