



OPERA COLORADO POSITION DESCRIPTION

Education Coordinator

Reports To: Director of Programs & Partnerships

Type: FULL TIME

FLSA Classification: NON-EXEMPT

THE COMPANY

Opera Colorado began out of a desire to establish a major production company that would deliver major operatic productions to our local audiences. Its first season in 1983 featured a roster of internationally acclaimed performers, including James McCracken and Plácido Domingo. The company continues to attract the highest level of talent for its grand opera performances for over four decades. Opera Colorado is a resident company at the Ellie Caulkins Opera House at the Denver Performing Arts Complex (DPAC) in downtown Denver, with its headquarters located in Englewood, CO. The company features its own local professional orchestra and chorus, and employs over 300 people during its production season, which spans September through May, and serves over 45,000 patrons annually through performances and programs. With an annual operating budget of approximately \$5.5M, Opera Colorado is committed to telling stories that excite and connect our community in meaningful ways.

WHO WE ARE

We believe that opera plays a vital role in enriching our community. Opera Colorado's staff is a dynamic team of creative individuals who are passionate about serving our community through the power of the arts. We create great art, foster trust, and support growth. Adventure, curiosity, creativity, and transparency fuel our team to excellence in all we do. We are committed to creating opportunities to connect and enrich our Colorado community through the powerful storytelling medium of opera, and we are committed to removing barriers to make opera accessible and welcoming to all.

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.

- 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, programs, and 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**, and 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 Education Coordinator is a full-time administrative position responsible for organizing, scheduling, and supporting Opera Colorado educational experiences. They support the Director of Programs & Partnerships 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 coordinator is creative, energetic, organized, and flexible, and as a member of the P&P team, is enthusiastic about arts education and providing accessible and enriching programs to the community.

The coordinator 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 coordinator collaborates closely with colleagues in Finance, Marketing, Development, and Patron Services departments. They exemplify Opera Colorado's commitment to excellence through offered programming and superior patron service. The Education Coordinator 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 Education Coordinator 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.

DUTIES AND RESPONSIBILITIES

Program Support

- Assist with the planning, coordination, and execution of school, community, and Artist in Residence programs.

Communications Coordination

- Handle communication efforts related to programs, potentially including drafting promotional materials; coordinating with the marketing, communications, and development departments; and updating relevant platforms.

Partnership Coordination

- Establish, develop, and maintain strong, positive relationships and communications with external partners involved in Opera Colorado's programs, including teachers, schools, community organizations, and other patrons.

Administrative Support

- Provide general administrative support to the Director of Programs & Partnerships and the department as a whole.

Logistical Coordination

- Schedule meetings, performances, and events, coordinating resources, and managing volunteers involved in programs.
- Support Director in managing artist housing.
- Assist in creation and distribution of daily schedules to artists.

IDEAL CANDIDATE

- 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.

PREFERRED 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, and 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.

SPECIAL REQUIREMENTS

- Ability to work frequent evenings and weekends.
- Significant local travel requiring a personal vehicle.
- Ability to lift 40 lbs. occasionally, with or without assistance.

COMPENSATION

The salary range for this position is \$50,000–\$55,000, commensurate with experience. Opera Colorado offers a generous benefits package that includes medical and supplemental insurance, retirement contributions, paid vacation, holidays, and sick leave. We are proud to be an equal opportunity employer and are committed to building a diverse, inclusive team that reflects a wide range of perspectives and experiences.

TO APPLY

Please submit a resume and a cover letter detailing your interest in the position [HERE](#). Applications will be considered on a rolling basis.

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