



OPERA COLORADO POSITION DESCRIPTION

Opera on Tour Coordinator

Reports To:

Director of Programs & Partnerships

Type: PART 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

Opera Colorado seeks an organized, collaborative, and hands-on Opera on Tour Coordinator to support the company's 2026 *Opera on Tour* program. This position plays a central role in ensuring the smooth, safe, and efficient execution of performances that travel to schools and community venues across the seven-county SCFD district and occasionally to locations throughout Colorado.

The Opera on Tour Coordinator will lead daily tour operations, including driving the cargo van, overseeing load-in and load-out, preparing scenic and costume elements, and serving as the on-site point of contact for each venue. They will also support tour preparation, maintain supplies and documentation, and report on daily operations and equipment needs.

This position is ideal for someone who enjoys a mix of hands-on production work, logistics planning, and working directly with artists, educators, and community partners.

SCOPE & RESPONSIBILITIES

The Opera on Tour Coordinator is primarily responsible for overseeing each touring performance. On tour days, they will be responsible for driving the van between the Opera Center and the performance venue and then leading the load-in, set up, and load out, assisted by the touring performers. They will also act as the point-of-contact for the venue while on site. At the end of each tour day, they will be asked to complete and submit a post tour report. Some examples of touring day responsibilities while onsite include:

- Leading the loading / unloading of the van
- Leading the assembly / disassembly of scenic pieces and organizing backstage
- Setting spikes
- Dressing scenery and props and steaming costumes
- Placing the venue's piano or setting up the keyboard and any sound reinforcement

In preparing for the tour, The Opera on Tour Coordinator will be responsible for organizing and maintaining tour paperwork and supplies. They will also plan how the van should be packed, in consultation with supervisors. In addition, they may be asked to participate in production tasks such as meetings, gathering props, rehearsals, and trainings.

The Opera on Tour Coordinator will be responsible for filing maintenance reports for production supplies and may be assigned maintenance tasks as skill permits. They will also be asked to report on the working condition of the van and may be asked to arrange for the van to be serviced as needed. In the rare event that an Opera on Tour Coordinator would need to miss a tour, they will be responsible for scheduling and orienting an approved Tour Assistant to act as the touring coordinator for the day.

IDEAL CANDIDATE

- Demonstrates a collaborative, positive attitude and the ability to work effectively with a wide variety of people.
- Has strong organizational skills and the ability to lead tasks, manage time, and maintain detailed paperwork.
- Communicates clearly and professionally with internal and external partners.
- Brings basic knowledge of theatrical practices, backstage procedures, or live event operations.
- Shows reliability, problem-solving skills, and the ability to remain flexible in a dynamic environment.
- Values Opera Colorado's commitment to diversity, equity, inclusion, and educational access.

PREFERRED QUALIFICATIONS

- Experience in stage management, event planning, touring, or related fields.
- Knowledge of opera, theater, or arts education environments.
- Experience working with young people.
- Ability to read music.
- Understanding of or sensitivity to issues of social justice, equity, and community engagement.

SPECIAL REQUIREMENTS

- Willing and able to drive a cargo van or rental truck to venues across Colorado.
- Ability to lift 40+ pounds with or without assistance.
- Valid driver's license and clean driving record.
- Ability to pass a background check (employment is contingent on clearance).
- Excellent communication and interpersonal skills.
- Ability to work varying hours, including some evenings, weekends, or out-of-town travel with overnight stays.

SCHEDULE

Tour preparation begins in early January 2026. Performances will be scheduled between January and May, with most tour days occurring Monday through Saturday during daytime hours. Some evenings, Sundays, and out-of-town travel with overnight stays may be required.

Expected workload is 20–40 tour days, with each day typically lasting 4–8 hours depending on travel distance and number of performances.

COMPENSATION

This is a seasonal, non-exempt, hourly position with a pay range of **\$19.29–\$22.50 per hour**, commensurate with experience.

TO APPLY

Qualified applicants should submit via this link <https://tinyurl.com/3ysjwmw2>:

- A résumé
- Three references
- A brief written response to the following prompt:

Please tell us why this position interests you, what skills you bring to the role, and any concerns you may have about a schedule that fluctuates significantly from week to week.