

The Sacramento Philharmonic & Opera (SP&O) is currently accepting applications for the part-time position of Operations Associate. The SP&O's mission is to foster community, inspire creativity, and enrich lives through symphonic and opera music. We look to be a collaborative leader in the cultural growth of the Greater Sacramento Region.

We are looking for a creative and artistically engaged person to join our Operations Team. As the Operations Associate you will support the planning and implementation of Orchestra, Opera, and Community Engagement programs. The position will report directly to the Director of Operations and Community Engagement and will collaborate with the entire production team.

**COMPENSATION:** \$18-\$20 an hour

**HOURS:** 25 hours per week, will require some work on evenings and weekends in conjunction with rehearsals and performances.

## **KEY SKILLS AND REQUIREMENTS**

### **Skills**

- Ability to work independently and as part of a team
- Effective written and verbal communication skills
- Ability to manage multiple projects and priorities
- Strong organizational and time management skills
- Solid computer skills, including Microsoft office
  - Intermediate to advanced Microsoft Excel skills preferred

### **Requirements**

- Relevant Bachelor's Degree, or equivalent work experience in classical music, theater, or other arts non-profit
- Ability to occasionally work on weekends and evenings
- Ability to lift and carry 25 lbs.

## **Job Description**

**REPORTS TO:** Director of Operations and Community Engagement

**SUPERVISES:** Production Assistants and Interns

**JOB SUMMARY:** The Operations Associate supports the Director of Operations and Community Engagement (DOCE) in executing the mission of the Sacramento Philharmonic & Opera (SP&O) by helping implement the day-to-day activities of orchestra and opera operations and supporting community engagement and education activities.

### **JOB DUTIES AND RESPONSIBILITIES:**

The following list summarizes the potential duties and responsibilities, and can be modified at any time by the Director of Operations and Community Engagement:

## General

- Work closely with the DOCE to implement the annual plan for all organizational activities
- Work closely with the Personnel Manager and Librarian to make rehearsals and performances successful
- Build and foster good relationships with other arts organizations and non-profits
- Assist the DOCE in the management of the production schedule for each season
- Be aware of and familiar with all Union agreements in place with SP&O
- Assist the DOCE with hiring contracts and other needed LOAs or MOUs
- Help ensure timely distribution of payroll information, checks, and reimbursements

## Orchestra Operations

- Work with the Stage Manager to administer all needs of the orchestra, including facility and equipment rental, staging requirements, and other logistical arrangements prior to rehearsal and at the concert hall
- Work with the Stage Manager to supervise orchestra setup for rehearsals and performances; coordinate with the Guest Conductor regarding any special setup requirements
- Attend rehearsals and performances
- Arrive backstage early to check all preparations
- During rehearsals, performances, etc., respond to orchestra musician requests, problems, and issues working with the Personnel Manager and Librarian as needed and keeping the DOCE informed when not present
- Work with the DOCE to coordinate logistical arrangements for all special events and projects

## Opera Production

- Help the DOCE to implement and maintain a production calendar and timelines for technical and design staff
- Help administer all production activities, including facility and equipment rental, staging requirements, and other logistical arrangements
- Support Production Stage Manager in creation of daily schedules during rehearsals and performances
- Coordinate effective communication among guest directors, designers, and all members of the production staff
- Help the DOCE organize all necessary production meetings
- Prepare production materials for incoming staging staff
- Finalize production archive information, including archival recordings
- Ensure production standards during run of performances
- Create and assure adherence to production deadlines for new productions

## Community Engagement/Outreach/Education

- Help manage materials for Committee meetings
- Support the development of programs; both in programs for and collaborations with the SP&O
- Establish relationships with the School districts, school boards, PTA, principals, and teachers in the area
- Help maintain a calendar of relevant city council, arts commission, and other local/state governmental agency meetings
- Help the DOCE implement the planning and execution of the Link Up program and concert

**To apply:** Submit resume and brief cover letter to [clawson@sacphilopera.org](mailto:clawson@sacphilopera.org) with the subject line "Operations Associate Application." Applications will be accepted until the position is filled.

SP&O is an Equal Opportunity Employer. All opportunities are provided without regard to race, color, ancestry, religion, sex, nationality, veteran status, disability, genetic information, marital status, sexual orientation, gender identity/expression, AIDS/HIV, medical condition, or any other characteristic protected by law.