



Assistant to the Music Director & Orchestra Personnel Manager

Reports to:	Music Director
Classification:	Part-time (non-exempt)
Work Schedule:	Flexible hours and days (exception of Tuesday and Wednesday in the office)
Salary Range:	Assistant to the Music Director: \$18.00 - \$21.00/hour (<i>depending on experience</i>) Orchestra Personnel Manager: Determined by Denver Musicians Association Collective Bargaining Agreement
Location:	Administrative Office: 4875 Ward Road, Wheat Ridge, CO Festival Season: Central City, CO (<i>travel designated by Denver Musicians Association Collective Bargaining Agreement</i>)

POSITION SUMMARY:

Central City Opera (CCO) is seeking an Assistant to the Music Director & Orchestra Personnel Manager to support the Music Director's role and responsibilities. The Assistant to the Music Director & Orchestra Personnel Manager works in the administrative office or remotely, as well as in Central City during the annual summer festival.

RESPONSIBILITIES INCLUDE:

Assistant to the Music Director

- ◆ Schedules, announces, coordinates, and oversees Orchestra and Bonfils–Stanton Foundation Artists Training Program auditions
 - Secures venues
 - Assembles Orchestra audition committee
 - Hires Orchestra audition assistants
 - Responds to all audition inquiries
 - Schedules all audition times
 - Works with the Marketing Department to post audition information and materials online as needed
- ◆ Ensures that all aspects of the Central City Opera Orchestra collective bargaining agreement are implemented
 - Consults with Music Director and President & CEO in preparation for negotiations
 - Participates in contract negotiations
- ◆ Creates and manages all Orchestra and Bonfils–Stanton Foundation Artists Training Program contracts
- ◆ Maintains the database of Orchestra and Bonfils–Stanton Foundation Artists Training Program personnel

- Ensures that personnel forms are up to date
- Coordinates with Marketing Department to ensure that orchestra and musical department staff listings are up-to-date on the CCO website, Festival Program and other materials
- ◆ Prepares and distributes all orchestra parts and musical materials for the Bonfils–Stanton Foundation Training Artists, Conductors, Stage Directors, and Set and Costume Designers
- ◆ Supervises seasonal music librarian
- ◆ Executes requests from other opera companies for rental of orchestra parts
- ◆ Creates and maintains database for Bonfils–Stanton Foundation Artists Training Program applications using the YAP Tracker platform
 - Manages and tracks applications, including pre- and post-audition correspondence with applicants
 - Informs applicants of application status
- ◆ Assists Music Director with preparing and scheduling Bonfils–Stanton Foundation Artists Training Program auditions
 - Tracks audition change requests, cancellations, and confirmations
 - Responds to calls in Music Director’s absence
 - Continually updates Music Director as to audition changes and cancellations
- ◆ Informs auditionees of their post-audition status

Orchestra Personnel Manager (Summer Festival Only)

- ◆ Consults with the conductor, Technical & Production Director, and stage management with regard to work rules
- ◆ Acts as official timekeeper for all orchestra services
- ◆ Oversees set up of orchestra pit and other venues
- ◆ Coordinates with stage crew as regards proper lighting, safety issues of orchestra personnel, security of instruments, and offstage banda requirements
- ◆ Executes orchestra payroll in collaboration with Human Resources
- ◆ Identifies and hires substitutes for last-minute replacements

QUALIFICATIONS:

- ◆ Current member of the Central City Opera Orchestra
- ◆ Strong computer skills, including Microsoft Office products (Outlook, Word, Excel)
- ◆ Database experience
- ◆ Efficient and courteous customer service skills through phone, email and in-person service
- ◆ Ability to type and perform computer data entry functions in a timely and accurate manner
- ◆ Outstanding interpersonal verbal communications skills
- ◆ Attention to detail, analytical skills and problem-solving abilities
- ◆ Professional, positive attitude with the ability to work cooperatively with a broad range of individuals

Skills and Abilities:

- ◆ An appreciation for and fluency in talking about opera, music and the performing arts

- ◆ Ability to read music
- ◆ Must be amenable to fluctuating work schedules during busy periods, including the summer festival
- ◆ Evening and weekend work and driving to Central City and other event locations required
- ◆ Bi-lingual candidates encouraged
- ◆ Ability to lift 30 lbs
- ◆ Valid Driver's License

EQUAL EMPLOYMENT OPPORTUNITY

CCO is committed to creating and sustaining an inclusive and equitable work environment. Equity, diversity, and inclusion are core values and we are currently working to expand our capacities in these areas with company-wide understanding that this is an ongoing process that must be embedded into the fabric of the organization. We encourage candidates who identify as BIPOC, LGBTQ+, otherwise-abled, and other underrepresented identities to apply. All applications will receive consideration for employment.

HOW TO APPLY:

Please send your resume and a cover letter to hr@centralcityopera.org.
Position available until filled.