



<b>POSITION TITLE:</b>	<b>Youth Opera and Education Coordinator</b>
<b>Reports to:</b>	<b>Executive and Artistic Directors</b>
<b>Works Closely with:</b>	<b>Youth Opera Music Director Director of Artistic Administration Marketing and Development Teams</b>
<b>Supervises:</b>	<b>Youth Opera &amp; Music Administration Assistant</b>

### **About Sarasota Opera**

Sarasota Opera, which owns its 1926 historic theater that was renovated in 2008, produces four operas in repertory from January to March, in addition to one opera and a Youth Opera production in the fall. Additionally, throughout the opera season, Sarasota Opera offers special events and concerts.

The Sarasota Youth Opera, begun in 1984, is the most comprehensive youth program in opera. Participants range from 8 to 18 and all are accepted who are interested, regardless of musical ability or financial resources. The program begins with the school year and includes Youth Choruses, encompassing music from the operatic repertoire in English and foreign languages, and the Youth Opera production, on the main stage with sets, costumes, and orchestra. The program also includes a 3-week summer camp in June.

### **Job Description:**

The Youth Opera and Education Coordinator reports to the Executive and Artistic Directors and is responsible for the administration and development of the Sarasota Youth Opera program and student/teacher community engagement programs.

This position is the “face” of Sarasota Opera in the education community and must be devoted to maintaining and fostering relationships with youth related groups including schools (Private, public, and home school) administrators, teachers, PTAs, and area youth organizations.

### **Specific Responsibilities:**

#### **I. General**

- Serve as primary administrator for all Youth Opera, Educational, and Outreach activities.
- Assist in the development of the departmental budget. Responsible for monitoring budget performance.
- In coordination with the Marketing Department, develop marketing, recruitment, registration, social media, and website strategies and content for department initiatives.

#### **II. Youth Opera Program**

- With the Youth Opera Music Director, supervise the day to day operations of the Youth Opera Program.
- Act as the Opera liaison to parents, including the development and coordination of parent volunteers who assist with the day-to-day operations
- Administer the registration process; maintain all registration paperwork and databases including Youth Opera Handbook.

- Develop and disseminate schedules, timelines, and pertinent information to staff and program participants-
- Supervise and book all Youth Opera outreach events and concerts
- Ensure the safety of Youth Opera participants including monitoring compliance with Sarasota Opera's Policy for Supervision of Youth; manage level 2 background screenings of Youth Opera staff and contractors in compliance with Sarasota Opera's policy.

#### **Youth Opera Productions**

- Coordinate the development of all rehearsal schedules and needs with all departments and artists. Serve as primary liaison for all production needs, including schedules, and costume fittings.
- Supervise all rehearsals and assist the stage director and music director as needed.
- Execute contracts for all independent contractor artists and production staff.
- Organize and coordinate backstage parent volunteers for rehearsals and performances as needed

#### **Mainstage productions (October – November, January - March)**

- Coordinate Winter Festival production requirements with Youth Opera Music Director, as specified by the Artistic Director and Director of Artistic Administration
- Prepare and deliver rehearsal and performance schedules to YO members and parents
- Coordinate backstage parent volunteers as needed with assistance from YO staff.
- Attend performances in which YO members appear to supervise attendance, behavior, and departures unless stage management or other YO staff is assigned to YO chorus and super duty.

#### **Summer Workshop (June/July)**

- With Youth Opera Music Director, develop curriculum and schedules and help identify and contract appropriate staff (faculty and interns).
- Facilitate scheduling and meeting planning
- Prepare attendance rosters and class schedules for faculty
- Facilitate all faculty meetings
- Prepare registration materials and administer registration forms
- Ensure safety of workshop attendees and monitor staff, contractor, and attendee compliance with company policies
- Oversee final camp program

### **III. Outreach and Education Programs**

- Assist Director of Artistic Administration and Executive Director as needed with administrative elements of Outreach.
- Work with the Executive Director and Artistic Administrator to implement an education and outreach strategy.
- Act as primary contact with venues; schedule programs and create and execute contracts, the needs and requirements needed at participating venues and arrange for appropriate materials and directions.
- Cultivate and support new and diverse community partnerships.
- Develop, design, and produce arts-based curriculum, lesson plans, and teacher resource guides with assistance from YO staff.
- Develop relationships with schools and other groups to maximize student attendance at dress rehearsals
- Design and complete pre and post project evaluations.
- Represent Sarasota Opera in local, state, and national initiatives including: OPERA America Education Network, and the Sarasota County Arts Education Partnership.
- Maintain appropriate records and documentation for archival and development purposes.

- Additional duties as assigned.

**Requirements:**

- Successful candidate will be high energy and self motivated, have a passion for working with kids, have exceptional organizational and interpersonal skills, a flexible and team-oriented personality, and be able to work in a dynamic environment.
- Demonstrated excellence in writing and speaking, and community involvement and development.
- Must be familiar with Microsoft Office Products and comfortable learning other computer applications.
- Should be familiar with Social Media applications including Facebook, Twitter, and Instagram.
- Bachelor's degree in music, education, or related field
- Knowledge of opera
- Must be able to work a flexible schedule and travel regionally
- **(Please note, upon job offer a level 2 criminal background check which includes electronic fingerprinting will be conducted)**

Please send a cover letter and resume, including three references, electronically to [soajobs@sarasotaopera.org](mailto:soajobs@sarasotaopera.org), Attention: Youth Opera Coordinator Search. Submission deadline is November 30, 2019. No phone calls. EOE.