



**POSITION TITLE:** Youth Opera and Music Administration Coordinator

**Reports to:** Youth Opera Music Director and Director of Education

**Works Closely with:** Artistic Director  
General Director  
Artistic Administrator  
Marketing and Development Teams

### **About Sarasota Opera**

Sarasota Opera 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 company owns and performs in the 1,129 seat Sarasota Opera House, an historic theater that was built in 1926 and underwent a \$20M renovation in 2007.

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 Music Administration Coordinator reports jointly to the Youth Opera Music Director and the Director of Education and is responsible for the administration of the Sarasota Youth Opera program and provides administrative and project support to the Director of Education and Music Administrator. The Coordinator is a musician who also assists in rehearsing and coaching within the Youth Opera program.

### **Specific Responsibilities:**

#### **I. General**

- Serve as primary administrator for all Youth Opera programs,
- Provides support for all Educational, and Outreach activities.
- In coordination with the Marketing Department, assist in 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.
- Supervise Youth Opera staff and member compliance with Sarasota Opera health and safety protocols.

### **Youth Opera Productions**

- With the Artistic Administrator coordinate the development of all rehearsal schedules and needs with all departments and artists.
- Supervise all rehearsals and assist the music director as needed.
- Facilitate Youth Opera day-to-day, including:
  - i. Process enrollment paperwork and payments
  - ii. Maintain student records and files via Excel, Tessitura, and paper files
  - iii. Track student attendance and process absence requests
  - iv. Serve as a point of contact and source of information for parents and youth singers
- Serve as accompanist for all Youth Opera rehearsals and performances
- Assist with education and youth programs, including;
  - i. Annual three-week summer workshop
  - ii. Annual youth opera production
  - iii. Mainstage children's chorus management
- Represent Sarasota Youth Opera and education programs as directed
- Other administrative duties as assigned
- Prepare and deliver rehearsal and performance schedules to YO members and parents
- Coordinate backstage parent volunteers as needed with assistance from production staff.

### **III. Music Administration**

- Facilitate music library resource needs for artistic and production staff
- Produce and distribute materials for current and upcoming productions and concerts, including SYO needs
- Assist with;
  - i. Preparation of orchestral parts for upcoming productions and concerts, including bowing and conductor marking transfer
  - ii. Maintaining database of digital materials
  - iii. Artistic mailings as needed
- Work with Company Manager to maintain supply levels of paper and binding materials
- Other music administration duties as assigned

### **Requirements:**

- Ability to read music and accompany an ensemble
- Associate's or bachelor's degree in a related field
- An interest in opera and education
- Proficiency in Microsoft Word, Excel, and Outlook
- Proficiency with Facebook, Twitter, and YouTube
- Knowledge and/or experience with Tessitura a plus
- Knowledge and/or experience with music writing software a plus
- Excellent verbal and written communication skills
- Self-motivated, detail-oriented, and articulate
- Desire and enthusiasm to work with children and families

## **Salary**

This is a full-time salaried position including paid vacation and medical benefits. Salary range is \$35-40K paid biweekly. This is an exempt position.

## **Application Process**

Applications will be accepted electronically only. Review of application materials will be ongoing, and interviews will be scheduled on a rolling basis until the position is filled. Submit a letter of application, resume and the names and contact information of three references. Email to [soajobs@sarasotaopera.org](mailto:soajobs@sarasotaopera.org) with "YO Coordinator" in the subject line. For more information, please visit [www.sarasotaopera.org](http://www.sarasotaopera.org) No calls please.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. Employment will be subject to successful completion of a background check and state eligibility to work with children.

Sarasota Opera is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation, gender identity and expression, disability, or genetic information. All qualified applicants are encouraged to apply.