



Job Title: Artistic Department Assistant

Reports to: Company Manager and Artistic Associate

### **About Sarasota Opera**

Sarasota Opera, which owns its 1926 historic theater, renovated in 2008, produces a winter festival season with four operas in repertory from January to March, and a fall season of varying size. Throughout both seasons, Sarasota Opera offers additional special events and concerts.

### **Position Summary**

The Artistic Department needs assistance in the copying and assembling materials for artists for use in season. This includes hard copy music, schedules and other materials. It also includes scanning and archiving these materials, as well as binding hard copy materials.

### **Requirements**

Ability to use copiers and scanners. Dexterity to operate binding equipment. Some computer knowledge is helpful.

### **Training**

1-2 hours training in use of scanners and database tools.