



Job Title: Rehearsal Administrator

Reports to: Director of Production

Works Closely with: Artistic Administrator, Company Manager, Stage Management, Music and Artistic Staff

About Sarasota Opera

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

Position Summary

The Rehearsal Administrator is a seasonal independent contractor who, under the guidance of the Artistic Administrator and the Director of Production, is responsible for the creation and distribution of the daily schedule. As well as supporting the operations of the Artistic department.

Duties may include but are not limited to:

- Prepare, maintain, and distribute the overview and daily and schedules for the Sarasota Opera season in a timely manner, keeping accurate records of the schedule and changes as they occur
- Coordinate daily with Artistic Administrator, stage management, artistic, and production/technical staff to ascertain the scheduling needs of each department
- Assist the Artistic Administrator in the daily operations and administration of the artistic department, as needed

Position Requirements

The successful candidate will possess the following knowledge and skills.

- Experience in Opera or the performing arts
- Opera literacy or an eagerness to learn about Opera
- Excellent organizational, interpersonal, and communication skills
- Strong computer skills with specific proficiency in MS Word and Excel
- Driver's license

Dates and Pay

- Specific dates will vary, but the beginning of January to the end of March should be expected.
- This is a seasonal independent contractor position, the rate of pay ranges from \$500 to \$800 per week based on previous experience. Housing and travel are provided.

Please Note

- We encourage BIPOC, LGBTQ+ candidates, and other historically excluded identities to apply.
- As part of our ongoing COVID 19 mitigation strategies, all employees and independent contractors will be required to be fully vaccinated against COVID-19 prior to arrival.

Send cover letter and resume including three references to prodjobs@sarasotaopera.org with "Rehearsal Administrator 21-22" in the Subject line. For more information visit www.sarasotaopera.org. EOE