



**POSITION TITLE:** Youth Opera Coordinator

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

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

### **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 North America. Participants range from 8 to 18 and all are accepted who are interested, regardless of musical ability or financial resources. The program coordinates with the school year and includes Youth Choruses, encompassing music from the operatic repertoire in English and foreign languages, the Youth Opera production, on the main stage with sets, costumes, and orchestra, and a 3-week summer camp in June.

### **Job Description:**

The Youth Opera 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.

### **Specific Responsibilities:**

- Serve as primary administrator for all Youth Opera programs
- Serve as primary contact for Youth Opera families and community partners.
- Represent the program in the community.
- Administer the enrollment and registration process; maintain all registration paperwork and databases.
- Develop and disseminate schedules, timelines, and pertinent information to staff and program participants.
- Supervise and book all Youth Opera outreach events and concerts
- Organize and run the annual Summer Camp
- Coordinate with the Technical Director, Stage Management, and the Artistic Administrator to facilitate the annual Youth Opera Production.
- Ensure the safety of Youth Opera participants including monitoring compliance with Sarasota Opera's Policy for Supervision of Youth.
- Supervise Youth Opera staff and member compliance with Sarasota Opera health and safety protocols, and stipulations outlined in the Youth Opera Handbook.
- In coordination with the Marketing Department, assist in marketing, recruitment, registration, social media, and website strategies and content for department initiatives.
- Provide support for all Educational, and Outreach activities.

- Other duties as assigned to assist with administration and management of projects in conjunction with the Director of Education and Youth Opera Music Director.

**Requirements:**

- Associate's or bachelor's degree in a related field or equivalent work experience
- Desire and enthusiasm to work with children and families
- Experience working in an educational setting (school, summer camp, etc.)
- A knowledge and interest in opera
- Proficiency in Microsoft Word, Excel, and Outlook
- Proficiency with Facebook, Instagram, and YouTube
- Excellent verbal and written communication skills
- Self-motivated, detail-oriented, organized, and articulate

**Additional:**

- Ability to read music and accompany an ensemble at the piano is a plus but not necessary.

**SALARY**

This is a full time salaried position including benefits. Salary range is \$35-40K to start paid biweekly. A benefits package including medical coverage and paid time off is included. 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 an application letter, resume and the names and contact information of three references. E-mail to [soajobs@sarasotaopera.org](mailto:soajobs@sarasotaopera.org) with "Youth Opera Coordinator" in the subject line. For more information, please visit [www.sarasotaopera.org](http://www.sarasotaopera.org) No calls please. Persons from underrepresented communities are encouraged to apply. 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. In addition, employment will be contingent on successful completion of a level 2 criminal background check which includes electronic fingerprinting.

*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.*