

# FLORIDA GRAND **opera**

8390 NW 25<sup>th</sup> Street  
Miami, FL 33122

*Florida Grand Opera, (FGO) America's seventh-oldest opera company, has served the communities of Miami-Dade and Broward Counties since its founding as the Opera Guild of Greater Miami by Arturo di Filippi in 1941. Today, under the leadership of General Director and CEO Susan T. Danis, Florida Grand Opera (FGO) is one of the Southeast's most vibrant performing arts organizations, presenting a mainstage season of inspiring artistic depth and breadth. Over the past year, the FGO has received outstanding reviews from Opera News, Opera, Opera Canada, Opera Now, and a myriad of other opera publications.*

*Serving two substantial regional patron bases, the FGO performs at major theaters in both locations: Miami's Adrienne Arsht Center for the Performing Arts in the Sanford and Delores Ziff Ballet Opera House and the Broward Center for the Performing Arts in Fort Lauderdale.*

*FGO is seeking a dynamic individual to fulfill the role of Company Manager to be a part of a tight team that provides an environment where art can flourish.*

**TITLE: Company Manager**

**REPORTS TO: Director of Artistic Administration and Director of Production**

## **RESPONSIBILITIES**

### **Contracts and Finance**

- Prepare, create and execute all contracts and artist packets
- Organize all artistic and production travel and housing as required, staying within budget, and assist artists with locating housing
- Create and maintain artistic and production financial spreadsheet for finance department, including union dues and obligations.
- Prepare artists' pay schedules for accounting department
- Assist in the preparation of non-US artists' visa application, including gathering support information and tracking of progress. Ensure artists receive Approval Notices in due course.

### **Scheduling**

- Coordinate Parking in conjunction with CFO of the company
- Work with Volunteer coordinator to meet artists at airport and arrange their ground transportation from/to airport
- Track, file and organize artists' contracts, tax forms, costume measurement forms and Headshots/Biographies
- Maintain orchestra schedule
- Maintain chorus schedule
- Assist in the maintenance of the master calendar

- Assist in the scheduling and material organization for Studio auditions
- Assist in the scheduling and material organization for Principal Artist auditions

### **Company Management**

- Gather permanent contact information for incoming artists, directors, designers and choreographers
- Prepare and distribute Welcome Packets of information for visiting artists
- Attend on stage rehearsals and performances and be available for emergencies involving an artist
- Submit complimentary ticket requests for artists, directors, designers, choreographers, and vendors to Marketing Department.

### **Other Responsibilities**

- Create physical paper programs for Studio concerts
- Work with marketing staff on posting score rentals on the website
- Maintain website with updated artistic information including Studio performances
- Advertise Studio and mainstage auditions with appropriate publications and websites
- Assist with creation of grant materials such as work samples
- Select interns and assign projects
- Coordinate materials for the artistic and production pages of the program book
- Manage supertitle creation (English, Spanish, and score creation) and operate system as needed
- Other duties as assigned

### **Minimum Qualifications:**

- A Bachelor's degree in a related field, Master's degree preferred.
- Previous experience in opera and/or a performing arts organization.
- Ability to work with strong personalities and handle conflict resolution
- Ability to collaborate with staff, professional colleagues, and visiting artists
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office (including; Word, Excel, Outlook, and Power Point)
- Detail-oriented, self-directed, and strong organizational skills
- Ability to work evening and weekends. If you are unable or unwilling to work a flexible schedule, please do not apply.

**Application Submission Deadline:** March 9, 2019

This position is available immediately. Salary is commensurate with experience. Florida Grand Opera is an equal opportunity employer. Interested candidates should send a letter of interest, resume and the names and contact information for three references to [jobs@fgo.org](mailto:jobs@fgo.org). Candidate review will begin as soon as applications are received. EOE