

Florida Grand Opera

Artistic Administrator

December 2011

The Artistic Administrator reports directly to the Managing Director and works closely with the Music Director and the General Director who set the overall artistic vision and direction of the Company. The Artistic Administrator is part of the executive staff. The Artistic Administrator has the overall responsibility for the day-to-day operations of the Music Department and for coordinating with the Head of Music Staff and the Director of the Young Artist Studio and Education Manager to insure the smooth functioning of all matters Artistic and to coordinate with the Director of Production in matters that effect both departments. The Artistic Administrator supervises a Department that includes the Head of Music Staff, the Director of the Young Artist Studio, the Education Manager, the Assistant Conductors and direct supervision of Company Manager, in order to accomplish the Department's responsibilities. The ideal candidate should be creative, musical, organized, and be able to work as a team leader with other creative people. Multiple language ability is desirable. The candidate should have a minimum of 5 years experience in a similar position at an opera company, orchestra or other related organization.

Responsibilities include:

- Identifying and recommending potential singers for future productions and screening artist materials.
- Planning, scheduling and operating auditions for main-stage artists in the North & South America, Europe, as well as for Young Artist auditions.
- Negotiating artist contracts with agents.
- Supervising staff in the preparation of artist contracts and other documents such as visas.
- Researching ideas for repertoire, directors, conductors, etc. as directed by the Music Director or the General Director.
- Coordinating artistic initiatives with General Director, Music Director and Studio Director.
- Coordinating the preparation of the music and artistic budgets with the Music Director, Head of Music Staff and Director of the Young Artist Studio.
- Maintaining music and artistic files and records.
- Coordinating the preparation of artist payrolls for guest artists, chorus, ensemble and orchestra.
- Supervising artist travel and housing.
- Supervising all administrative/secretarial work for the Music Department including the Music Director, the Head of Music Staff, and the Director of the Young Artist Studio.

- Coordinating budget and schedule with the Orchestra Manager for sub-contracted orchestra and the Chorus Master for all issues related to the chorus.
- Coordinating with the Head of Music Staff on keeping an inventory of musical instruments and overseeing their maintenance and moving.
- Participating as a member of the union negotiations team – AGMA.
- Overall responsibility for delegating to the Head of Music Staff for maintaining the music library including rentals, and ordering parts.
- Responsible for negotiating and securing performance rights.
- Maintaining the archive audio and video recordings of performances and rehearsals.
- Overseeing the preparation and/or rental of the projected titles.
- Overseeing the education programs through the Director of the Young Artist Studio and Education Program including the In-School performances, preparation of educational materials, and supervising the Administrative Assistant who acts as the liaison to schools and volunteer groups for education programs.
- Coordinating daily schedules with the Production Stage Manager, the Director of the Young Artist Studio, and the Head of the Music Staff and publishing the schedule.

This position is available in December 2011. Florida Grand Opera is an equal opportunity employer. Interested candidates should send, fax or email a letter and résumé to Ana Estevez, Company Manager, Florida Grand Opera, 8390 NW 25th Street, Miami, Florida 33122, fax: (305) 856-1042, email: aestevez@fgo.org.