



## Operations Team Assistant

The Dallas Opera (TDO) is a world-class performing arts organization based in the Dallas Arts District in Dallas, TX, renowned for our outstanding mainstage and chamber opera productions. With a reputation for artistic excellence, innovation, and community impact, TDO plays a vital role in the cultural landscape of the Dallas-Fort Worth Metroplex and the international opera scene.

This position is full-time, annual, exempt, and reports to the Operations Artistic Administrator and works closely with the Operations Team. This position is integral to providing administrative support to the Artistic Operations Administrator and the Company Management Team.

### **Responsibilities**

Specific duties include administration of Operations Team functions, including but not limited to:

- Provide administrative support, as requested, to the Operations Production Administrator, Company Manager, Associate Company Manager, Chorus Director and Head of Music, Music Staff, Super Titles, and the Operations Artistic Administrator in artistic development initiatives (e.g. Hart Institute for Women Conductors, Lone Star and National Vocal Competitions)
- Assist Company Management by providing additional staffing at chorus rehearsals, all major staging rehearsals, dress rehearsals, and performances.
- Assist the Operations Production Administrator with administrative tasks related to the Chorus such as: Rehearsal logs, payroll, attendance tracking, correspondence with choristers, and maintaining a relationship with chorus delegates. As well as administrative tasks of Music Staff: hiring music staff, offer letters, payroll, scheduling, budgeting, and show assignments.
- Create and disseminate notices for all TDO auditions both locally and travelling.
- Assist with Principal Artist, Chorus, Children's Chorus, Super, Dancer, Actor, Music Staff, and Orchestra auditions in collaboration with the appropriate TDO staff.
- Keep detailed records for TDO Artistic Administration including but not limited to creating seasonal documentation for archival and future planning purposes, general filing/record keeping, and taking minutes at all TDO Operations meetings.
- Work with the Orchestra Personnel Manager and provide administrative support as

required: seasonal orchestra onboarding (e.g., questionnaire creation and record keeping), orchestra auditions (communication with orchestra audition candidates and on-site support), and guest conductor evaluation surveys.

- Attends all Operations Team meetings
- Other duties as requested

## **Candidate Qualities**

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### **Traits and Characteristics**

- Highly organized with attention to detail and deadlines
- Excellent interpersonal and communication skills
- Ability to balance multiple projects and deadlines at once

### **Skills, Knowledge, and Certification**

- Passion for opera and/or a performing arts environment preferred
- Availability to work evenings and weekends during our performance season.
- Familiarity with technology and Microsoft Office including Outlook, Teams, and more. Note that hybrid/remote positions will be provided with a laptop; however, employees are expected to provide their own internet access if needed outside of the workplace.

## **Other Considerations**

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Compensation      Salary of \$40,000, dependent on experience

Benefits            Comprehensive benefits package designed to support the well-being and long-term success of our employees including: medical, dental, and vision insurance, generous PTO, paid parental leave, dedicated sick leave, 403b retirement savings plan with employer matching, complimentary tickets to performances, and personalized professional development opportunities.

Education           Bachelor's degree in related field preferred, but not required

Location            Dallas, TX

Travel               No

See yourself at the opera! The Dallas Opera values diversity in the workplace and is committed to creating an equitable and inclusive work environment where employees are treated with dignity and respect. The Dallas Opera is an equal opportunity employer and maintains a policy of non-discrimination with all employees and applicants for employment. Applications from populations underrepresented in the arts are strongly encouraged to apply. This position will remain open until it is filled.

To apply, please send a cover letter and résumé to [recruitment@dallasopera.org](mailto:recruitment@dallasopera.org), using the subject line "Operations Team Assistant." Please send Word or PDF file only. No phone calls, please.

