

Detroit Opera

Yuval Sharon, Gary L. Wasserman Artistic Director
Christine Goerke, Associate Artistic Director
Roberto Kalb, Music Director

Administrative Assistant Job Posting

Department: Artistic

Classification: Full-Time, Non-Exempt

Work Schedule: Monday-Friday, occasional evenings and weekends required.

How to Apply: Qualified applicants should submit their resume and cover letter via email to employment@detroitopera.org

Position Summary:

Detroit Opera (DO) is seeking an Administrative Assistant with the primary objective of supporting the Artistic Department staff, managing all administrative and logistical communications for the Artistic Director (AD), Associate Artistic Director (AAD), Music Director, and the Head of Music. Working closely with and reporting to the Artistic Director, the Administrative Assistant reflects the AD's vision and represents them in all communiques, correspondence, business meetings, and personal meetings. The Administrative Assistant is an optimistic achiever, who echoes and shares the AD's vision for new opera and interdisciplinary musical projects in and for the City of Detroit.

Specific Responsibilities:

- Coordinates meetings, appointments and travel for the AD, AAD, and Music Director, both inside and outside the organization.
- Working with the Production Department, schedules auditions for the AD, AAD, and Music Director.
- Edits and maintains the Artistic Department's professional contacts and address book; keeps record of pertinent contact information to provide context for future meetings.
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Records and distributes minutes or other records for meetings.
- Welcomes and receives Board members, colleagues, DO staff, and outside vendors in their meetings with the Artistic Department.
- Attends to Board Members' needs during their meetings with the Artistic Department.
- Answers and transfers telephone calls for the AD, using discretion to screen calls.
- Responds to and resolves administrative inquiries and questions.
- Responds in a professional but personable manner on behalf of the AD to solicitations and customer feedback.

- Maintains office supplies and coordinates maintenance of office equipment.
- Maintains a system for recording expenses and the use of petty cash for reimbursements related to DO business.

Required Qualifications:

- High School Diploma or GED.
- Three or more years' experience in an administrative role.
- Professional experience working with administrative procedures and systems, such as recordkeeping and filing.
- Demonstrated interpersonal skills with excellent verbal and written communication skills.
- Demonstrated scheduling management skills, with keen attention to detail.
- Proficient in Microsoft Office Suite or related software.
- Demonstrated ability to work independently.
- Ability to understand diverse perspectives and acknowledge the significance of differences and complexities in backgrounds, cultures, values and viewpoints as the foundation for an inclusive environment.

Desired Qualifications:

- Bachelor's degree.
- Proficiency with video technology, social media, and new forms of communication.
- Knowledge of opera and standard opera repertoire in the United States.
- Experience working for a professional nonprofit performing arts institution.

Physical Demands/Work Environment:

- The person in this position maintains a flexible attitude towards work, as the AD and AAD regularly travel and will be operating in different time zones.
- The person in this position must be able to remain in a stationary position for periods of time.
- The person in this position occasionally moves throughout the building to access files.

Application Deadline

Job openings are posted for a minimum of seven calendar days. This job may be removed from posting boards and filled anytime after the minimum posting period has ended. Applications will be reviewed as received throughout the posting period and continue until the position is filled.

Additional Information

Detroit Opera is committed to recruiting and retaining a diverse workforce and encourages all employees to fully incorporate their diverse backgrounds, skills, and life experiences into their work and towards the fulfillment of the DO mission.

About Detroit Opera:

Founded in 1971, Detroit Opera (DO) is the premier multi-disciplined producer and presenter for opera, musical theatre, and dance in the Great Lakes Region. Based in the city of Detroit, the

organization engages artists of national and international stature for stellar main stage and outreach performances, and provides compelling cultural enrichment programs for the diverse audiences and communities that it serves, making it one of Detroit's pillars of arts and culture. DO is among a select few opera companies nationwide to own its theatre, the historic 2,700-seat Detroit Opera House, which is located in the heart of downtown Detroit.

DO is seen as the most innovative opera company in America. DO garnered great critical and popular acclaim during the pandemic for its socially-distanced, drive-thru production of *Twilight : Gods*, an adaptation of Wagner's *Götterdämmerung*. Brainchild of new Artistic Director Yuval Sharon, *Twilight : Gods* was performed across multiple levels in DO's own parking structure, and provided performance opportunities for local cast and orchestra members, in addition to international opera stars. Lauded for past projects such as his [reverse chronological staging](#) of Puccini's *La Bohème*, Sharon in July premiered a [high-tech reimagining](#) of a Wagner opera.

For more information, please visit <https://detroitopera.org>